

## **FREQUENTLY ASKED QUESTIONS**

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- **Can I change my review schedule once it's submitted to ADHE?**

- What is the purpose of Academic Program Review?**  
 To establish a process for the statewide review of academic programs; and to identify certificate and degree programs not meeting minimum standards of quality or viability and establish schedules for either resolving these concerns or removing the programs from the AHECB approved program inventory.
- Is Review of Existing Academic Programs in the Arkansas Code?**  
 §6-61-214 ([click here for Arkansas Code §6-61-214](#)).
- Where can I find the AHECB policy for Review of Existing Academic Programs?**  
 AHECB Policy 5.12 ([click here for AHECB Policy 5.12](#)).
- Which programs need to be reviewed? Which programs will be reviewed by external reviewers?**  
 All certificate and degree programs (both active and inactive) offered by public colleges and universities in Arkansas will be reviewed through the Existing Academic Program Review Process. Academic programs which are not program-specific accredited will be reviewed by external reviewers/consultants.
- What is the frequency for external review of programs?**  
 AHECB policy states that institutions will schedule an external review of all existing academic programs every 7-10 years, beginning Fall 2010.
- Who will pay for program reviews?**  
 The institution pays for the program review.
- What documents must the institution prepare for the review? What information should be included in the institutions' self-study report?**  
 The institution must prepare a self-study document for the review. Components of the self-study will include, but not be limited, to, information related: program need/demand, curriculum, faculty, resources, course delivery methods, student outcomes, and recent/planned program improvements. ([Click here for self-study guidelines](#)).

- **When do I send the reviewers' report to ADHE?**

The institution's self-study, reviewers' written evaluation and institution's response will be submitted to ADHE within six weeks of receipt of the written evaluation.

- **When will the findings of the Academic Program Review be submitted to the AHECB?**

Findings from academic program reviews will be reported annually to the AHECB.

- **What will ADHE do with the findings?**

ADHE staff will recommend that the AHECB receive the reviewers' report and acknowledge that the contents may be consulted as a resource when decisions must be made by the Board regarding institutional role and scope, budget requests, new program approval, and statewide funding issues. The staff may propose other general resolutions that address statewide issues.

A further resolution will encourage institutional administrators, faculty members, and boards of trustees to consider implementing the recommendations made by the consultants for program improvement.

If appropriate, a resolution will be offered concerning program deletions, modifications, and/or follow-up.

- **What recourse does the institution have to ADHE staff recommendations to the AHECB?**

The president, chancellor, or chief academic officer may respond to ADHE staff recommendations in writing or request a conference to discuss the recommendations prior to consideration by the AHECB. The discussions will be limited to those issues that concern the state's interests, i.e., program closings and broader statewide issues that the AHECB may wish to address. Any recommendations in the consultants' reports that are not included in the ADHE staff recommendations would pertain to matters of campus concern and, therefore, would represent suggestions to be considered locally.

- **When must an out of state reviewer be used? How many are required? What credentials/qualifications must they possess? Is there a different guideline for reviewers of CTE programs?**

Academic programs which are not program-specific accredited will be reviewed by external reviewers. Institutions will select a minimum of two out-of-state reviewers affiliated with programs that are similar in mission and scope to the program under review. At least one reviewer is required to conduct a site visit and meet with program faculty, students, and administrators. Individuals selected as reviewers must be well-qualified and without bias toward the institution(s) under review. The reviewers must hold appropriate academic credentials and/or professional licensure/certification, and have experience with programs that are similar in mission and scope to the program under review.

For CTE programs, one reviewer should be a local industry expert (no affiliated with the institution) to conduct an on-site evaluation of the programs. The local reviewer for CTE programs may not hold an academic credential, but must hold professional licensure/certification in the field. An out-of-state CTE faculty consultant/reader also must review the self-study documents, industry experts' recommendations, and program curricula. The out-of-state reviewer for CTE programs will not be required to come to Arkansas; however, the local and out-of-state reviewers must work together to prepare the external reviewers report.

- **Does ADHE have to approve the reviewers used for external review of programs?**

No. The reviewer should not be a person who initially started the program or who has been involved in the operation of the program. The reviewer can be from a contiguous state and could even be someone with whom you have written an article or book as long as the person is professionally qualified to complete the review.

- **What information should be included in the reviewers' report?**

The external reviewers' template is only a guide. You may include more information in your report. ([Click here for external reviewers' template](#)).

- **How will the report for accredited/licensed/state certified programs be used?**

Accredited/licenses/state certified programs will follow the usual review practices and schedule of the accrediting/approval body. Their report and your responses must be sent to ADHE within six weeks of receipt of the written evaluation.

- **To minimize costs, can institutions get together to employ out-of-state reviewers, e.g., for the Associate of Arts/Associate of Science transfer degrees?**

Yes. Each institution participating in such an arrangement should submit their own self-study, reviewers' written evaluation and institution's response to ADHE within six weeks of receipt of the written evaluation.

- **Can I change my review schedule once it's submitted to ADHE?**

Yes, send an email to ADHE of your schedule change(s). The changes will be made to your review schedule and you will receive a revised copy.