Policy Title	Program Review Policy and Procedure	Policy Number	433
Section	Academic Affairs	Approval Date	18 March 2024
Subsection	Instruction & Curriculum	Authorizing Entity	BoT
Responsible Office	VP for Institutional Effectiveness & Accreditation Office	Effective Date	24 March 2024
Distributed To	Provost Office, VP for Institutional Effectiveness & Accreditation, University Curriculum Committee, all faculty members	Next Review Date	3 years after the approval date

1.0 PURPOSE

1.1 This document provides the guidelines needed to maintain and enhance the quality of academic programs offered within the American University of Bahrain (AUBH) in line with the University's mission, goals, and strategic plan. The purpose of the review is to ensure that:

- the program continues to meet the needs of learners and employers and is up to date in terms of content, teaching, and assessment methods
- the cumulative effect of any minor changes over a period of time does not lead to a significant departure from the originally approved program.

1.2 This procedure applies to all academic programs the American University of Bahrain offers. It covers the operation of the continuous maintenance of programs and the periodic reviews that occur every four to five years.

2.0 DEFINITIONS

2.1 Program Review Committee: A committee formed of the program-related faculty who will prepare the periodic review report. The Committee may include external members if needed.

2.2 Continuous Maintenance: A continuous review of the academic programs to assess their clarity, comprehensiveness, and popularity among external and internal stakeholders.

2.3 Course Reflection Form: A form used to reflect on the course delivery, what went well, and what needs improvement, and to report on the level of achievement of the Course Learning Outcomes (CLOs) and/or the Program Learning Outcomes (PLOs) and the academic standards of the students.

2.4 Periodic Review: A comprehensive program review conducted by the Program Review Committee every four to five years to critically evaluate and enhance the program.

2.5 Course Review: A review that may result in a change to the course content, assessment tools, CLOs, and/or their mapping to the PLOs.

3.0 POLICY

3.1 All academic programs offered within the University shall be subject to continuous maintenance and a comprehensive program review through a regular four- to five-year cycle to identify program strengths and areas for improvement.

3.2 The program review process should provide sufficient evidence to warrant a decision to maintain, improve, restructure, deactivate, or terminate a program.

3.3 The scope of program reviews should involve a wide range of stakeholders, including students, alumni, and employers.

3.4 A schedule for the periodic review of the offered academic programs shall be established by the Colleges in collaboration with the VP for Institutional Effectiveness & Accreditation Office to plan for program reviews at the university level and identify the semester of review for each academic program during the review cycle.

3.5 The scheduled review process for any program may be delayed subject to the VP for Institutional Effectiveness & Accreditation approval. All programs must be reviewed within a period not to exceed five years.

3.6 The cycle for reviewing programs undergoing or scheduled for national reviews or professional accreditation (e.g., BQA, AACSB, ABET, WSCUC) should consider the accreditation/ review date to avoid duplication of efforts.

3.7 A college may request from the VP for Institutional Research & Effectiveness Office to schedule joint reviews for related academic programs offered in the same department and/or college.

3.8 The VP for Institutional Effectiveness & Accreditation, in consultation with the Provost, relevant Dean, and Program Coordinator, may recommend additional and/or more frequent reviews if determined to be appropriate based on the program learning outcomes assessment processes and recommendations made during the last program review.

3.9 Once the College has approved the revision, the revised program is submitted to the University Curriculum Committee (UCC) for their comments and approval

3.10 The outcomes of program reviews shall be communicated to the Dean's Council.

3.11 The VP for Institutional Effectiveness & Accreditation will communicate with the relevant regulatory and accrediting entities to acquire the needed external approvals before the implementation of the revised program.

3.12 Once the required approvals are received, the VP for Institutional Effectiveness & Accreditation will inform the Provost Office, relevant Deans, and the registrar to start implementing the revised plan.

4.0 PROCEDURES

4.1 **Program Continuous Maintenance**
- Teaching faculty members should submit a Course Reflection Form to the Program Coordinator with the final grades sheet on the agreed dates.
- The Program Coordinator analyzes the outcomes of all offered courses and prepares a report to be discussed with the faculty members at the end of each semester.

- The faculty recommend course improvements in the Course Reflection Form that the Program Coordinator will monitor the implementation of in line with the Course Development/Review Policy and Procedure.
- Before the end of each semester, students will evaluate each course by filling out the End of Course Evaluation Survey that is administered by the Office of VP for Institutional Effectiveness & Accreditation and covers Teaching & Learning, Course Content, and Self Evaluation questions.
- All course reflection forms, end-of-course student evaluation survey outcomes, and feedback from the alumni, employers, and College Advisory Committee, where applicable, are used to assess the effectiveness and efficiency of the program.
- At the end of each academic year, the Program Coordinator will compile the findings resulting from the previous two semesters, using the 'Program Maintenance Report' template (Appendix I), to reflect on the efficiency and effectiveness of the program and devise a program improvement plan with a clear timeline and ensure its implementation.
- The generated report will be discussed with the relevant College Dean and faculty.
- The VP for Institutional Effectiveness & Accreditation will conduct meetings as required with the Colleges to follow up on implementing the program improvement plan.

4.2 Periodic Review

4.2.1 The Initiation Phase of the Periodic Review

- The VP for Institutional Effectiveness & Accreditation will agree on a review cycle schedule with the relevant Program Coordinator and Dean at least six months before the end of the review cycle.
- For any additional reviews outside of the review cycle, the Program Coordinator will coordinate with the Dean and the VP for Institutional Effectiveness & Accreditation and agree on a review schedule.
- The Program Coordinator, under the guidance of the College Dean, will establish a Program Review Committee at the program or college level, comprised of faculty members who are closely involved in developing and delivering the program under review. The Committee may include external members if needed.
- Upon the College's request, the VP for Institutional Effectiveness & Accreditation will schedule an orientation meeting for the program review committee members to acquaint them with the periodic review process and what is expected from them.

4.2.2 The Review Phase

- The Program Review Committee prepares a critical review document, which reflects on the operation of the program since initial approval or the most recent periodic review. This typically includes:
  o Outcomes of the continuous review of the program.
  o Admission and Retention data for the past cycle.
  o A summary of program performance and cohort analysis data.
  o A summary of feedback from the current students on the program content using surveys and focus groups.

- o A summary of feedback from alumni on program content and post-graduation outcomes.
- o A summary of feedback from the College Advisory Committee that comprises professionals in the program field.
- o The feedback from the external reviewer who evaluates the content, assessments, and outcomes of selected courses. The details of this process are stated in the AUBH External Evaluation of Academic Programs Procedures.
- o A summary of feedback from other stakeholders, such as admin staff, faculty, students, and employers, using specific surveys/focus groups.
- o A summary of the outcomes of the benchmarking exercise.
- o A clear statement of changes proposed with the rationale for these changes.
- o Revised course syllabi and/ or program specification templates with the proposed changes, National Qualification Framework (NQF) levels, and credits highlighted.
- Changes proposed to the CLOs, NQF level, or credits should be approved by the Mapping and Confirmation Panel in line with the Mapping and Confirmation Procedure.
- The Program Review Committee discusses the report with the Program Coordinator and the faculty affiliated with the program and reflects on the outcomes of the review phase and discussions to devise a general program enhancement plan.
- The program enhancement plan is discussed and approved by the Program Coordinator, College Dean and the Provost. The VP for Institutional Effectiveness & Accreditation is consulted as needed.
- Faculty affiliated with the program will develop the details of the program enhancement plan, including all the needed action plans, which will identify the needed resources and estimate the associated financial costs.
- Once the program and its courses are revised and the College is satisfied with the revised program specification, the following documents are submitted to the UCC for its comments and approval:
  - o Old Program Curriculum Plan with track changes reflecting the proposed changes.
  - o Revised new Program Curriculum Plan.
  - o Old Semestrial Study Plan with proposed changes reflected in track-changes.
  - o Revised Semestrial Study Plan.
  - o A table indicating what the proposed changes were based on.
  - o Revised Program Specification Document.
  - o Course Syllabus & Balanced Scorecard for all revised and newly introduced courses.
  - o Minutes of meetings of the College approval of the revised program.
- The UCC reserves the right to request extra evidence and documents as needed before approving the documents. The approval should include:
  - o The approval of the revised program structure and study plan.
  - o The approval of each of the revised/ introduced course.
- For each of the above items, the outcome of the UCC decision may be:
  - o Approved.
  - o Approved with minor amendments. The College is to address these amendments and no need for the documents to come back to the UCC.

- o Approved with Major Amendments. The College is to address these amendments and inform the UCC. The UCC reserves the right to request re-submission of the document after amendment.
  - o Rejected: The College is to address UCC recommendations and resubmit the document to the UCC.
- Once the UCC is satisfied, it approves and signs of the Program Specification document and forwards all final documents to the VP for Institutional Effectiveness & Accreditation Office.
- The VP for Institutional Effectiveness & Accreditation Office will submit the revised program to the relevant regulatory and accrediting entities for external approval as needed.
- Once the needed approvals are received, the Office will inform the Registrar to proceed with implementing the revised program. The Provost's Office, Dean of Students, relevant Dean, and Program Coordinator will be copied in this communication.

5.0 RELATED DOCUMENTS AND REFERENCES

5.1   Course Development/Review Policy and Procedure
5.5   Mapping & Confirmation Procedure
5.3   AUBH External Evaluation of Academic Programs Procedures

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
19 April 2021	The Provost first approved the program review policy and procedure on 19 April 2021 in line with previous document control and approval practices.	Provost	19 April 2021
18 March 2024	1. The Policy was revised to reflect the current structure and line of authority and move the final approval of AUBH policies to the Board of Trustees. 2. Colleges are given more power on scheduling under the leadership of the Deans. 3. In section 4.2.2, the possible outcomes/decision of the UCC are detailed 4. In related documents, the policy refers to 'Course Development and Review Policy and Procedure' and 'AUBH External Evaluation of Academic Programs Procedures' as	BoT	24 March 2024

	these are referred to within the body of the policy.		

Appendix I

Program Continuous Maintenance Report
To be completed by the Program Coordinator

College:	
Program:	
Academic Year:	

1. Introduction/Context
*Program Coordinator may give a **brief** introduction setting out any contextual issues from the year under review. This may include reference to any key events such a periodic review and external accreditation visits.*

2. Previous Program Maintenance Report				
Comment on status of any outstanding items and the effectiveness of implemented plans				
Action	Timeline	Responsibility	Status	Comment

3. Achievement of Course and Program Learning outcomes	
Comment on the level of achievement of Courses' Learning Outcomes (CLOs) and accordingly the Program Learning Outcomes (PLOs)	*Action/ Good Practice*

4. Student Feedback	
• *Good practice/areas for enhancement raised through Course Evaluation requiring action* • *Significant matters arising from Course Evaluation, student representatives; any other sources of student feedback* • *Student satisfaction with teaching and learning*	*Action/ Good Practice*

5. Student Attainment				
• *Matters of concern, anomalies and/or good practice arising from the achievement and equality data, including in particular Good Honors, and supporting <u>all</u> students to achieve* • *Significant matters arising – e.g., pass rates, average course marks* • *Comparison of course pass rates across all stages of the program with the previous academic year*				*Action/ Good Practice*
Course Code	Course Title	Average score	Pass Rate	Pass Rate
Core Courses				

Major Courses				

6. Demand, Attrition and Retention	
• *Report the number of the students who are New to a given Major, the Total Number of Students in a given Major, Number of Students who Graduated in a given major and Number of Students who did not return to the University this academic year.*	*Action/ Good Practice*

7. Human Resources	
• Comment on the full-time faculty, adjunct and any hiring plans for next academic year	*Action/ Good Practice*

8. Facilities and Resources	
• Comment on the facilities and resources needed for the next academic year	*Action/ Good Practice*

9. Overall Recommendations			
Summarize all actions, timeline, and responsible person			
Action	Timeline	Responsibility	Comment

Name of Program Lead	Signature	Date