

# Committee on Academic Program Review (CAPR)

Last Updated: 12/30/2024

The Committee for Academic Program Review (CAPR) is housed in the office of the Provost and Executive Vice President. Responsibility for managing CAPR is delegated to the Associate Provost for Academic Affairs, who also serves as the liaison between CAPR and other parties such as the Provost and Executive Vice President and the Iowa Board of Regents.

## Charge

CAPR oversees the program review process, provides guidance to programs conducting program reviews, and serves as a liaison between the Associate Provost for Academic Affairs, departments and programs, and the Deans.

## CAPR Committee Composition

CAPR is composed of seven tenured faculty members, all appointed by the Provost and Executive Vice President. Members include

- The Chair of the committee
  - The term of service for the chair is three years.
  - The chair is compensated by either one course release or administrative pay per year, as negotiated by the chair, the chair's department head, and Provost and Executive Vice President.
- Two tenured faculty representatives from each of the three academic Colleges with programs that undergo program review (i.e. CHAS, COE, & CSBS).
  - Members of the committee may be chosen in consultation with the college dean.
  - At least 2 members of the committee must also be members of the Graduate Faculty.
  - The term of service for committee members is three years.
- The committee consults with the following as needed:
  - Director of the Office of Institutional Research & Effectiveness Planning (OIEP)
  - Executive Director of the Office of Undergraduate Studies (OUS)
  - Chief Information Officer of Information Technology
  - The Deans of the Colleges

## CAPR Chair's Primary Responsibilities

- To develop and revise the Detailed Procedures governing academic program review at UNI for the Provost and Executive Vice President's approval.
- To oversee the overall conduct of academic program reviews at UNI. The Deans are responsible for monitoring processes in their colleges.

- To assist programs in adhering to the Detailed Procedures, including managing the program review schedule and deadlines and interpreting the Detailed Procedures as necessary.
- To prepare eLearning sites and supplemental materials for departments'/units' self-study reports, share the sites with Department/Unit Heads, and ensure access by external reviewers.
- To manage the review self-studies for completeness and procedural conformity. When needed, the chair may also serve as a reader of self-studies.
  - NOTE: The Dean is responsible for reviewing the self-study for errors of fact.
- To submit to the Dean summary remarks (both critical and laudatory) pertaining to the Self-Study as they believe may be helpful.
  - NOTE: The Dean is responsible for sharing these remarks with the department and ensuring that recommended changes and corrections are made before approval.
- To meet with external reviewers to assist them in understanding their charge (see Appendix F) and provide general background for program review at UNI.
- To make recommendations for modifications to the program review process, as detailed in this document, to the Associate Provost for Academic Affairs.
- To coordinate with the Associate Provost for Academic Affairs to maintain the archive of materials for each department's APR

## CAPR Committee's Primary Responsibilities

- To assist the chair in various processes as needed, including revising the Detailed Procedures
- To serve as readers of draft self-studies.
- When needed, a committee member may be asked to fill the chair's duties temporarily.
- Other duties as assigned by the CAPR Chair