



# Illinois Board of Higher Education

Pat Quinn, Governor

Carrie J. Hightman, Chairwoman • Judy Erwin, Executive Director

## MEMORANDUM

**TO:** Chief Academic Officers  
Public Universities

**FROM:** Robert Blankenberger  
Deputy Direct for Academic Affairs and Student Success

**DATE:** August 2, 2010

**RE:** **Periodic Review of Existing Degree Programs, Centers & Institutes**

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At our last Academic Leadership meeting, we discussed the annual cycle of program review. By statute, the Illinois Board of Higher Education is authorized "to review, periodically, all existing programs of instruction, research, and public service at the State universities and colleges and to advise the appropriate board of control if the contribution of each program is not educationally and economically justified." (110 ILCS 205/7) The following link enables you to access the *Guidelines for Review of Existing Units of Instruction, Research, and Public Service at Public Universities*:

<http://www.ibhe.org/Academic%20Affairs/Applications/public/materials/ProgramReviewGuidelines.pdf>

As these guidelines state, your summary reports should include the following:

- a. Description and assessment of any major changes in the program/disciplinary context, e.g., (1) in the discipline or field; (2) student demand; (3) societal needs; (4) institutional context for offering the degree; and (5) other elements appropriate to the discipline in question;
- b. Major findings and recommendations, including evidence of student learning outcomes and identification of opportunities for program improvement;
- c. Actions taken since the last review, including instructional resources and practices, and curricular changes; and;
- d. Actions to be taken as a result of this review, including changes in instructional resources and practices, curriculum, and assessment of student learning.

The program review report form includes these and other specific guidelines regarding the information to include in your report. Please also include in your reports the upcoming cycle of programs scheduled for review over the next eight years. If it is necessary to change the review schedule of any program to accommodate working with an accreditation, please contact Ocheng and send him a summary explanation.

**Please submit these reports electronically, as a Microsoft Word attachment, by the end of August of each year,** to Keely Burton ([burton@ibhe.org](mailto:burton@ibhe.org)) and a copy to Ocheng Jany ([jany@bhe.org](mailto:jany@bhe.org); 217-557-7361). If you have any questions, please contact Ocheng.

Thank you and the University for your active participation in the program review process.