COLLEGE OF HEALTH PROFESSIONS
POLICY STATEMENT

TITLE: Policy for College of Health Professions’ Central Oversight of Academic Program Self-Assessment

DATE: August 21, 2013

INITIAL REVIEW/APPROVAL: Leadership Council, August 2013

REVISIONS: Revised September 8, 2014 with approval

POLICY STATEMENT
All CHP accredited academic programs are required to perform an on-going systematic self-assessment as prescribed by their accreditation standards. In order to ensure that these assessments are on-going and that the documentation to support these assessments is well-maintained and accessible, the Assistant Dean for Academic and Faculty Affairs will schedule an annual meeting during the summer semester with each Program Director to review their accreditation related self-assessments. A copy of all annual programmatic self-assessment documents will be maintained both electronically and in hard-copy in the Dean’s Office.

RATIONALE
In 2012, the Medical University of South Carolina initiated a centralized, systematic, standardized, documented annual evaluation of the effectiveness of each of its academic programs, as well as student support services, academic support services, administrative services, research, and community service. [Policy Memorandum ID: AA-2012-001-Institutional Effectiveness, approved September 2012].

Consistent with this University requirement, all CHP academic programs are adhering to the annual assessment report for program and learning outcomes. Copies of annual assessment reports are forwarded to the University Office of Institutional Effectiveness and the CHP Office of the Dean.

However, in addition to the University process for program self-assessment, the majority of academic disciplines house in the College are required to adhere to discipline specific accreditation criteria for self-assessment. To prevent any significant lapses between accreditation site visits and to ensure that all programs are adhering to their accreditation standards for self-assessment the College of Health Professions initiated this policy for central oversight of Academic Program Self-Assessment. The intent of this policy is not only to confirm that regular programmatic self-assessment with appropriate data analysis and decision-making is on-going but to provide guidance for process improvement.
**PROCEDURES AND RESPONSIBILITIES**

It will be the responsibility of the academic program directors in collaboration with their faculty to ensure that they are maintaining an on-going schedule of program self-assessment as required by their discipline specific accreditation agencies.

It will be the responsibility of the Assistant Dean of Academic and Faculty Affairs to schedule the annual meetings, examine the accreditation related self-assessment activities for the previous year and to maintain the records of these assessments in the Dean’s Office.

**ACCESS**

The “Policy for College of Health Professions’ Central Oversight of Academic Program Self-Assessment will be available from the Assistant Dean for Academic and Faculty Affairs, Office of the Dean.