To: All Academic Deans at the University of Connecticut

From: Provost Anne D'alleva and Vice Provost for Academic Affairs Gladis Kersaint **Subject:**

Information for deans regarding evaluation of low-enrollment/completion programs **Date:**

May 14, 2024

Introduction

This memo summarizes the process for evaluating low completion/enrollment programs across the University of Connecticut. Given the budget situation of the University, evaluation of low enrollment/completion programs is essential to ensure that we maintain the right balance of programs to support our institutional mission and to meet the needs of our students.

The Provost's Office has data on enrollment and completion of all programs, which is now available to all of you. This identifies a "low completion" threshold for each credential level (bachelors, grad cert, masters, doctoral). Programs at or below the threshold are being asked to go through an evaluation process.

Completions are the total of a credential awarded in a given academic year. This is a duplicated count, where students who were awarded more than one credential are counted as a completer in each program. It includes awards made in all terms across the full academic year (fall, spring, summer).

Please note that "academic units" is used throughout as most schools and colleges have departments. If you are a non-departmental school, you will work directly with program leads on these steps.

Overview

Programs at or below the low-completion threshold for that credential level must prepare an evaluation report. This process will ensure that we are best using the limited resources of the University to support the appropriate portfolio of programs.

This process does not target any particular disciplinary field and makes no assumptions about the programs. By working through the evaluation, programs will have the opportunity to share whatever information is relevant to help understand why they should be continued.

Many programs that may be included in this review will go through a relatively straightforward process where there is agreement at every level that the program should be continued. Being included in this process should not be taken as a signal of anything other than the fact that completions in the program were below a set threshold that triggered the review.

Other programs may already be in the process of internal work on consolidation, curricular updates, or other actions. Where this is the case, evaluation reports should refer to this work.

It is anticipated that the end result for the review of low-completion programs will result in the closure of some programs. Program closures should be a part of the long-term academic cycle of the University. As enrollment grows, new programs will likely outnumber closures. However, closures should also be a normal part of the response to changing academic fields and student demand.

Evaluation Process

The steps for this review process are provided in the attached document and timeline. Once you have the information about individual programs, you will work with academic units on next steps. Some programs may be those that you had planned to close (this may include consolidation of majors), or that, upon seeing the data, you mutually agree with the relevant academic unit on closure. No evaluation report needs to be completed for these programs, but the steps for closure should follow the Guidelines for Archiving/Suspending, Suspending/Closing, or Reactivating Academic Programs.

Where the academic unit wants a program to continue, the attached template should be used to prepare an evaluation report for each identified program. These reports will first be provided to the dean, by a deadline that you will specify in your school or college. You will choose how you want to engage in a review process and will determine if you support moving forward with the program or if you think the program should be suspended or closed. As deans, you have full authority to make decisions about program suspensions or closures. These will not be challenged at other levels of the administration, but should be fully documented and processed in accordance with the Guidelines for Archiving/Suspending, Suspending/Closing, or Reactivating Academic Programs.

When you receive evaluation reports for review, please be mindful of the level of details you think the Provost's Office will need to effectively understand the program. If you support continuing the program and this seems a straightforward decision from the details provided, you should submit the evaluation report to the Provost's Office (provost@uconn.edu). If you think that there will be further questions raised at the Provost's Office review stage, please request that units prepare a more thorough report by providing more details.

Deans should provide a brief cover memo with each evaluation report forwarded to the provost's office. This memo should summarize why you believe that the program should be continued.

Provost's Office Review and Reporting

In many cases, the Provost's Office may have further questions for programs as part of the review

process. These will be provided to deans and academic units in advance of program review meetings. Communications regarding further information and program review meetings will proceed according to the attached timeline.

By November 1, 2024, each school or college must provide a summary report of planned program closures. This will consist of a summary memo of why a closure decision was taken for each program and the evaluation reports attached. A report must also be provided of any program suspensions and the deadline decided at the school/college level by which a decision to continue (with restructuring, curricular updates, etc.) or close a program will be made.

A timeline with all relevant steps has been provided. This includes the timeline for the Provost to prepare materials to share with the Board of Trustees on any planned program closures or consolidations made at the level of schools and colleges.

We understand that some reviews may be more complex than others. If you will not be able to meet this timeline for reviewing a select few programs, please communicate with this fact to the Provost. Due to catalog and admissions deadlines, we do hope to complete all reviews as early as possibly, preferably prior to the spring semester. Please reach out to Sarah Croucher (sarah.croucher@uconn.edu) if you have any queries about the data.

Communication to the UConn Community

Please be aware that to ensure communication about this process is clear and transparent across the University, we will be providing the following in the Academic Leaders portal later this summer:

- This memo to deans
- The threshold for low completion programs
- The spreadsheet with summary completion and enrollment data for all programs at UConn • Steps and timeline for review
- Template Evaluation Report for Low Enrollment / Completion Programs

In the fall, the above documents will be shared in the Academic Affairs Governance Documents Library, to be accessed by anyone signed in via their UConn NetID

We understand that this process will involve work at many levels, but we appreciate the efforts you are taking so that we can ensure our program portfolio is aligned with student demand, workforce needs, and available resources.