

Program Review Workshop

March 5, 2024

Key topics for a
successful review

Scope of the Self-Study

- All Programs
- All Levels
- All Modalities
- All Locations
- All Students

Timeline: Prior Year (i.e. now)

- Spring - Form your working group, plan and identify data needs
- Spring - IRP creates a Blackboard shell and loads resources
- April - IRP adds trend data for the most recent seven-year period
- August - IRP adds data for the most recently concluded year

Timeline: Self-Study Year

- September 30 - Deadline for additional data requests
- January 15 - Draft of Self-Study due to the Dean(s)
- February 1 - External Evaluator names (3) due to the Dean
- February 1 - Dean(s) meet with Chairs to discuss revisions/clarifications
- March 1 - Final Self-Study Report due to the Provost, Dean(s) and Director of Assessment.



Timeline: Following Year

- September - Meet with Provost, Dean(s) and Director of Assessment to review evaluator's report
- December - Meet with Provost, Dean(s) and Director of Assessment to review Action Plan
- Run any curricular changes through governance



External Evaluator Timeline

- February 1 - Chair forwards the name, address and CV of potential external evaluators (3) to the Dean
- February - Dean and Director of Assessment choose an evaluator and notify the Chair
- March - IRP completes the contract process and forwards the completed Self-Study report to the external evaluator
- April - The External Evaluator completes an on-site visit
 - Before setting the site visit - make sure all parties are available!
- May - The External Evaluator submits a report to IRP. IRP will forward to Provost, Dean(s), and Chair and release payment to evaluator.

Dean's Timeline

- January - Review self-study draft utilizing the rubric
- February - Meet with the Chair
- February - Select the external evaluator in consultation with the Director of Assessment
- April - Meet with the external evaluator during on-site visit
- September - Meet with Provost, Chair and Director of Assessment to review the external evaluator's report
- December - Meet with Provost, Chair and Director of Assessment to review the Action Plan

Resources

- AUC 176 - Program Review Guidelines
- Director of Assessment
- Dean(s)
- AVP IRP - Data
- Blackboard

Program Review Guidelines

- 1. Self-Study Overview
- 2. Self-Study Outline and Guidance
- 3. External Evaluator Selection and Guidelines
- 4. Final Action Plan

Components of the Self-Study Report

- Executive Summary
- Overview and Vision
- Assessment
- Analysis and Action Plan for Future
- Appendices
 - Student Data
 - Faculty Data
 - Resources

Overview and Vision

- PROGRAMS VISION, MISSION, AND OBJECTIVES
- OVERVIEW OF PROGRAM (DEGREE REQUIREMENTS, BREADTH AND DEPTH OF PROGRAM)
- INTERNAL DEMAND OF PROGRAM
- RECOMMENDATIONS AND ACTIONS FROM PREVIOUS REVIEW
- INITIATIVES AND CHANGES IN LAST FIVE YEARS

Assessment

- **PROGRAM INPUTS**

- Program Reputation
- Students by Program
- Faculty, Staff, Resources

- **PROGRAM PROCESSES**

- Curriculum
- Students, Faculty, Quality Improvement Initiatives

- **PROGRAM OUTCOMES**

- Program
- Student

Assessment Tips

- REQUEST DATA EARLY.
- IF YOU PLAN ON DOING YOUR OWN DATA COLLECTION; DO THIS EARLY.
- AFTER REFLECTING ON DATA DEVELOP A PROCESS BY WHICH YOU CAN CLOSE THE LOOP (WHAT CHANGES WOULD YOU MAKE AS A RESULT OF THIS DATA?)
- REFLECT ON HOW YOUR DATA COLLECTION POINTS TOWARDS POSSIBLE NEW AVENUES FOR DATA COLLECTION? (INDIRECT ASSESSMENT, DIRECT ASSESSMENT).
- DEVELOP A BASIS FOR WHAT DIRECTION AN ASSESSMENT PLAN WOULD TAKE. (DO YOU NEED TO REVISE YOUR LEARNING OUTCOME STATEMENTS FOR EXAMPLE).

Analysis and Action Plan for the Future (Self Identified)

- COMPARATIVE STRENGTHS AND DISTINCTIVENESS AND AREAS OF IMPROVEMENT ACROSS ALL PROGRAM LEVELS
- OPPORTUNITIES TO EXTEND STRENGTHS AND RESOURCES
- WEAKNESSES AND THE OPPORTUNITIES TO ADDRESS THEM
- POSITIONING OF PROGRAM AND CREATION ACTION PLAN FOR NEXT 5 YEARS

Action Plan

- INFORMED BY EXTERNAL EVALUATORS REPORT AND SELF-STUDY.
- USE TABLE FORMAT DESCRIBED IN AUC176 TO INCLUDE THE FOLLOWING:
 - Specific area where improvement is needed.
 - Evidence supporting recommended changes.
 - The proposed timeline for implementing the change(s).
 - The resources needed to successfully implement the change(s)
 - A plan to assess the change after implementation.

Discussion and Questions