



Program Review Workshop
September 27, 2019: 10:00– 11:30 am

Purpose of Program Review

- Program review is supposed to be a meaningful, faculty-driven activity that results in closing-the-loop activities that improve the educational programming on our campus.
- Program review is meant to give programs an opportunity to demonstrate success as well as ensure that concerns are known and solutions are supported.



Self-Study Phase: Sept.-Feb. Year 1

- Early Sept.: work with associate dean to appoint an Internal Review Committee (IRC) and chair of IRC
- Oct.: receive contact data Alumni Relations
- Sept.-Feb.: compile evidence and write self-study
- March-April: Dept. Executive Committee (or comparable body) and Dept. chair review the self-study
- March-April: Begin process of selecting external reviewers. Discuss budget with associate dean.

Self-Study Report Template

Report should provide a narrative addressing the following aspects of your program. Elements in each section can be rearranged, and data put in appendices.

1. Program Information

a. Program history/description, structure, and mission

- i. Mission and vision statements, Program Learning Goals
- ii. Program tracks, emphasis areas, minor/major fields, and certificates offered
- iii. Faculty and staff listings
- iv. Facilities

b. Curriculum

- i. Degree requirements, course offerings, 3 year schedule
- ii. Online/distance offerings, methods, and delivery of courses
- iii. Advising of students, program advising structure/process, advising sheets (if relevant)

c. Student and Faculty Activities

- i. Community Engagement and Professional Development
- ii. Faculty Research and Student Research

- **2. Assessment of Student Learning and Program Evaluation**

- a. Program Assessment*

- i.** Overview of assessment program: learning goals, curriculum matrix
- ii.** Summary and reflection of assessment activities since last review (can include Dearborn Discovery Core course assessments) and overall trends in student learning data
- iii.** Program changes made as a result of student learning data (changes could include curricular, pedagogical, structural, etc.)
- iv.** Continuous Improvement: Discuss which learning goals and topics the program would like to explore through assessment activities in the future (attach an assessment plan in the appendices)

- b. Program Evaluation*

- i.** Enrollment data and dashboards [data provided by Institutional Research]
 1. Headcount/Student Profiles [over last 10 fall terms]
 2. Graduation/Retention and Degrees Awarded [over last 5 fiscal years]
 3. Credit Hours (with instructor ranks, number of sections, and instructional mode) [over last 5 years]
 4. Grade Distributions [over last 5 years]
- ii.** Alumni Engagement and Survey
 1. Summarize alumni outreach and engagement
 2. Analyze and summarize alumni survey (attach alumni survey instrument in appendices) [alumni contact data provided by Alumni Relations]

2. Assessment of Student Learning and Program Evaluation Cont'd

iii. Evaluation and Reflection

1. Utilize all components discussed above to analyze and discuss the program's strengths, weaknesses, challenges, and areas of opportunities

a. Things to consider:

- i.** Where does your program excel and how does it contribute to the department, college, and overall institution?
- ii.** Where are the gaps: Alumni engagement? Administrative? Persistence or enrollment? Curriculum or Instruction?
- iii.** How quickly and at what level of proficiency are students exiting the program? How does this compare to expectations and peer institutions?

4. Conclusion, Reflection, and Strategic Planning

a. Reflection on self-study and program's current standing

b. New and emerging strategic goals: Discuss goals the program will focus on during the period before the next program review

(You will have the chance to revisit and expand on these goals when you develop an Action Plan during the discipline's response to the external reviewers and letter to Dean)

Organizational Strategies for Conducting Self Study

- Project Management
 - Acquire previous program reviews (if applicable)
 - Delegate sections of the report to various faculty
 - Get administrative support
 - Create alumni survey (and possibly student survey) early
 - Engage in benchmarking work, study comparable programs (optional)
 - Meet frequently to share, update, reflect. Keep focus on obtaining useful information to guide program improvement, not bureaucratic reporting
 - Hold strategic planning retreat to craft final section (optional)
 - Keep in touch with associate dean—ask her/him for leads if you get stuck

External Review Phase: Year-Two Schedule Overview

- By early summer: identify external reviewers, schedule visit
- By mid fall: Host external review visit
- By late fall: Receive external review report
- By January: Write response to external review report
- By February: DEC reviews external review report and program response to external review
- By March: CEC reviews: self study, external review report, program response to external review
- By April: Dean's office reviews all materials and provides response to program
- By June: Dean's office submits complete program review package to UCDC or Grad Subcommittee

Detailed Schedule for Year Two

- By end of review year 1: discuss budget and select reviewers
 - For budget, please consult with associate dean in your unit who is responsible for program reviews
 - External reviewers are highly qualified faculty or experts who are not affiliated with the campus or the program.
 - Considerations when selecting reviewers should include:
 - Their history of involvement and success in scholarship, research, and/or teaching in the specific field. In fields where technical expertise is required, a representative from industry may be included.
 - Faculty should be mindful that the selection of former faculty members, alumni, or research or scholarly collaborators (typically defined as “arms’ length”) is not appropriate.

Detailed Schedule for Year Two Cont'd.

- Summer
 - Contact reviewers and create the schedule
 - Inform associate dean
 - Send self-study report and external review report template to reviewers and to dean
- Fall
 - Host the external review visit. Typical meetings: Internal Review Committee members, program (or related program) faculty members, program administrators (dean, associate dean, and chair, as relevant), students, and/or Advisory boards (if applicable)
 - By December: external reviewers should submit report. External review report template main elements:
 1. Overall evaluation of program
 2. Curriculum
 3. Summary and Recommendations

Response to External Review Letter to Dean

- Letter should include the discipline's response to the external reviewers' visit and report and any recommendations within.
- Letter should also include the discipline's action plan steps it intends to complete before the next program review

Appendix F: Discipline's Response to External Reviewers & Action Plan Template

In the Fall of the second year in the Program Review, external reviewers are invited to assess and provide a peer evaluation of your program's self-study during a campus visit. The reviewers are asked to consider the following (from the *External Review Report Template, appendix E*):

- I. Overall Evaluation of Program
 - A. Strengths and weaknesses with program structure and personnel
 - B. Adequacy of resources to support the program
 - C. Near-term demand for continuation of the program
- II. Curriculum
 - A. Quality of assessment program
 - B. Degree requirements (appropriateness of core and elective courses)
 - C. Breadth and depth of course offerings
 - D. Availability of core and elective courses
 - E. Comments on any proposed curriculum changes
 - F. Review of changes made in response to recommendations from the preview review
 - G. Enrollment trends |
- III. Summary and Recommendations
 - A. Overall assessment of program
 - B. Potential challenges and opportunities program faculty face within the next five years
 - C. Recommendations for moving the program forward (program structure and personnel; course offerings; marketing; etc.)

In a few paragraphs, please reflect on the external reviewer's report in regards to the points outlined above. In addition to responding, please feel free to correct any factual or interpretation errors you feel reviewers made in their report.

For next section, the action plan, please consider your next steps or goals you envision for the next 6-8 years (see *example action plan in Appendix G*).

This portion of the review can be a helpful document to chart your intended progress between the end of this review and your next scheduled program review. The Dean will consider and comment on your action plan in their response letter at the end of this review period.

Your action plan should include:

1. Overall Goal
2. Action Item (objective under the overall goal)
3. Timeline (when will you be working on this goal/ when will it be completed)
4. Measure (what does a successful outcome look like for this goal or item, ie. 40% increase of attendance in student organization)
5. Map to University strategic goals (how do your program goals help to support the overall Mission & Vision statement for the institution)
6. Lead (faculty member responsible for or acting as liaison for action item)
7. Status (column to denote progress, i.e. red, yellow, greens or completed, in progress, not yet)

Below is a template you may use to organize your program's action plan:

Current Program Review Completion Date:

Next Program Review Date:

Goal:				
Action Item:	Timeline:	Measure:	Lead:	Status:
Goal:				
Action Item:	Timeline:	Measure:	Lead:	Status:
Goal:				
Action Item:	Timeline:	Measure:	Lead:	Status:
Goal:				
Action Item:	Timeline:	Measure:	Lead:	Status:

Detailed Schedule for Year Two Cont'd.

- By June
 - Dean's office submits complete program review package to UCDC/Grad Sub.
 - Self-study report
 - External Review Report
 - Program response to external review report
 - DEC comments (if any) and endorsement
 - CEC comments (if any) and endorsement
 - Dean's response
 - Provost's response (if applicable)

What Happens Next?

- Provost Office review by Academic Success Coordinator and Associate Provosts
 - Goal of review is to connect action plan items with campus resources like the Hub for Teaching & Learning, Digital Education, etc.
- You're done with Program Review for another 6-8 years!