

ACADEMIC PROGRAM REVIEW

College of Arts and Sciences

Why program review?

- As a best practice of institutional learning.
- As a research process at all levels of the institution.
- As a guide for improvement.
- As a means of accountability.

Workshop Outcomes

- Understand stages and timeline of program review
- Consider ways of engaging the process of a self-study
- Become familiar with the key components of a self-study
- Review steps needed to organize a site visit
- Plan an effective site visit
- Organize a departmental response to the PRT report
- Construct a departmental 5-year plan

APR Four Stage Process

1. Department self study
2. External site visit and Program Review Team (PRT) report
3. Recommendations of Academic Review Committee (ARC)
4. Discussion with department and key administrators (dean and provost)

Stage 1: Self Study Process

- Initiation phase
- Resources:
 - Guidelines, consulting, etc.
 - IRP data tables:
<http://www.sandiego.edu/irp/statbook/deptprofiles>
- Conducting S-S
 - Template format
 - Length
 - Samples
 - Timetable:
 - One semester
 - Fall: Dec. 20th
 - Spring: May 20th
 - Drafts
 - Submitted to dean's office (for the dean and PRT)

Program Self Study: Five Components

1. Introduction and Context
2. Evidence of Excellence and Program Accountability
3. Program Sustainability and Support
4. Strengths and Opportunities for Improvement
5. Program Plan for Improvement

1) Introduction & Context

- Program within the institution (alignment)
- Program identity and development

2) Evidence of Excellence and Program Accountability

1. Curriculum and Learning Environment:
 - Alignment & currency of curriculum?
 - Teaching quality & effectiveness?
2. Student Learning:
 - Outcome achievement levels?
3. Students
4. Faculty

3) Program Sustainability & Support

- a. Demand for program:
 - Trends (IRP)
 - Comparison with peer programs (SCU; LMU; St. Mary's)
 - Unique elements
 - Discipline standards or criteria for excellence

3) Program Sustainability & Support (cont.)

b. Allocation of Resources:

- i. Faculty
- ii. Student support
- iii. Information and technology services
- iv. Facilities
- v. Financial resources

4. Strengths and Opportunities for Improvement

Points to consider:

- Alignment of curriculum, practices, processes with program goals
- Alignment of program goals with goals of program's constituents
- Achievement of program goals
- Achievement of student learning

5. Initial Program Plan for Improvement

Purposes of program review:

- Evidence-based plans and decisions for effective change.
- Transition to the next review cycle.

Information to consider:

- Goals for the next few years?
- Challenges?
- Resources?
- Collaborations?

Stage 2: Site Visit and the PRT

- Features
- Team Composition
- Choice of Reviewers
- Timeline:
 - a. Selection process begins (Oct. 1st for spring visits; March 1st for fall visits)
 - b. PRT gets SS and materials 1 month before visit
 - c. PRT submits report 3 weeks following site visit

Site Visit and PRT criteria

1. Coordinate site visit with dean's office.
2. Use visit template for planning.
3. Plan 2-3 days and 1-2 nights (local vs. outside)
4. PRT criteria:
 - a. **Program expertise**
 - b. **Administrative experience**
 - c. **Program review experience**
 - d. **WASC experience: local**
 - e. **Professionally acquainted (has to pass the NSF familiarity test)**

Prior Semester	Dean & chair agree to program review	Chair briefed on process	Chair considers org. process
First Month (Sept/Feb)	Appoint PR coordinator(s); contact dean's office	Organize departmental tasks	Collect and organize data for each section
Second Month (Oct/Mar)	Send dean's office list of external reviewers (PRT)	Construct a preliminary draft of SS	Collect and organize data for each section
Third Month (Nov/Apr)	Confirm visit dates and arrangements (PRT)	Revise and refine drafts of SS	Collect and organize data for each section
Fourth Month (Dec/May)	Collate data requested by reviewers	Construct final draft of SS	Submit SS on 20 th day.

Academic Program Review Timeline

Stage 1	Self Study Completed	PRT selected	Materials distributed
Stage 2	PRT site visit	PRT report	Program and Dean's response
Stage 3	Self Study, PRT Report, and Dean's response to Academic Review Committee		ARC recommendations
Stage 4	Discussion of 5-year plan Memorandum of understanding		

Five-Year Action Plan

	Recommended	Year 1			Year 2		
		Proposed Action	Resources	Implementation and results	Proposed Action	Resources	Implementation and results
Priority #1							
Priority #2							
Priority #3							

- Prioritize recommendations; some carried over from year-to-year
- Identify proposed actions, resources, implementation and results.
- If no action taken, provide a rationale.
- Submit annual report of progress to dean's office.
