

CLU Program Review Sequence

Check Off	Work to accomplish*
	Months 1 and 2
	Meet with EE&IR staff for overview on Program Review Processes
	<i>Review and revise Mission, Learning Outcomes, and Fit</i>
	Program mission
	Program learning outcomes
	Program fit within university
	CORE 21
	Connections with and Advocating for other programs
	Faculty Meeting with Dean and Director of EE & IR
	Month 3
	<i>Review current assessment processes</i>
	How do we monitor student progress on
	University SLOs? -- Separate meetings with EE committee rep for each SLO
	Program Learning Outcomes?
	Month 4
	<i>Review and revise the program curriculum map</i>
	Collect and compile current
	Course syllabi
	CVs
	Examples of student work
	Month 5
	<i>Review and revise instructional methods</i>
	Signature assignments
	Grading rubrics
	Month 6
	<i>Review course evaluations and grades</i>
	Write narrative responses to
	Course evaluation data
	Grade distributions
	-- Review patterns of D, F, W, and I Grades
	Faculty load
	Months 7 & 8
	<i>Collect feedback and comparison data</i>
	Conduct alumni survey
	Compile and review information on comparison programs
	Do analysis of market forces
	What do employers say about your program?
	What attracts potential students?
	What detracts potential students from your program?
	Nominate at least 3 potential External Reviewers – Send to Dean and to EE&IR**

Bold indicates that EE&IR staff will be checking for materials

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** Limit engagement with potential external reviewers so that the reviewer has an appropriate evaluative distance.

Check Off	Work to accomplish
	Months 9 & 10
	<i>Examination of institutional capacities</i>
	What are current student concerns?
	Conduct survey or focus groups of current students
	Curriculum
	Advising
	Services
	What are the conditions of the program facilities?
	What are the available resources for the program?
	What are faculty/students doing to raise support?
	Months 11 & 12
	Review Library resources and support
	Meet with information specialist
	Information literacy training
	Students
	Faculty
	What is the state of the use of current holdings?
	Are there needed library acquisitions?
	Months 13 & 14
	Write the 7 year action plan for the future of the program
	Justify substantive changes (Positions, Curriculum, Facilities) ¹
	Justify minor funding requests
	Plan and complete proper forms and documents
	Plan for review or identification of new assessments
	¹ The university cannot possibly make substantive changes in each of the 70+ programs every 7 years. Programs that show efforts and progress toward interim goals within successive 7 year cycles are much more likely to earn approval for substantive changes.
	Months 15 & 16
	Complete 1st draft of the Program Review Report
	Review and sign-off by all members of program faculty
	Notify EE&IR about deposit of completed draft
	Expect edits and requests for revisions
	Dean reviews the report and the nominations for External Reviewer
	Expect Dean to provide feedback
	Possible may ask for a meeting with program
	Dean's Office contracts and schedules the External Reviewer visit ^{**}
	EE&IR sends final copy of all program review material to external reviewer
	Months 17 & 18
	External reviewer visit and report writing
	Dean's Review and acceptance of the External Reviewer Report
	Months 19 & 20
	Review External Reviewer Report
	Meet with Dean and Dir. of EEIR about the revision of the action plan
	Write and submit revision of the action plan

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	Months 21 – 24
	Dean writes complete a report on the Program Review
	“Publish” and archive the completed program review
	Provide permissions for access to all or part of program review documents
	Begin the new action plan.

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Basic map of program review processes



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