



**PROGRAM REVIEW
DEAN'S REPORT TEMPLATE**

Program _____

Dean _____

Date _____

This template is provided to assist Deans in the completion of their report.

Deans are asked to write a report that:

- Includes an **executive summary** of general comments, singles out features of the program that merit **commendations**, and makes **recommendations** for improvement.
- Varies in length between one and two pages.

1. Executive Summary

Provide a brief executive summary of major findings for this program. Include:

- a. General observations and comments on the program and curriculum, faculty, students, facilities and resources
- b. Responses to questions posed by faculty
- c. Responses to External Reviewer's report
- d. Response to department / program's Seven Year Assessment Plan

2. Commendations

Provide comments about what the program is doing well. Note suggested topic areas below.

3. Recommendations

Provide comments that would improve any aspect of the program and recommendations that require no new resources as well as those that do. The report may note recommendations that have been shown to be effective elsewhere. Note suggested topic areas below.

Suggested topic areas for Commendations and Recommendations:

- Provide feedback / suggestions on any learning outcome.
- Analyze / evaluate direct and indirect evidence of student learning
- Offer suggestions to improve the assessment process
- Evaluate assessment plan
- Evaluate assessment impact