

PROGRAM REVIEW PLAN TO DIRECTOR OF ASSESSMENT BY FEBRUARY 2010

This Program Review Plan is intended to aid the academic program in determining the date by which it will deliver its final Program Review Report to VPAA. While some aspects of the program review process can be undertaken at the time of the program review, and while many components of the Program Review Report can be written then also, this is not the case with annual assessments of learning outcomes and reporting on learning assessment findings.

Assessment of learning outcomes for the academic program should be occurring annually between program reviews. The Program Review Report contains all Learning Assessment Reports that have been written between program reviews and a discussion of what these assessments showed and how results of the assessments were used to improve the program.

Because all learning outcomes for a program should be assessed by the time of the program review, and because programs usually assess a subset of learning outcomes per year, completing the learning assessment schedule in the Program Review Plan helps determine the earliest date by which the program can produce their Program Review Report. Once the approximate date for the draft report is identified, it is then possible to estimate a timeframe for review of the report by an external committee and the Committee on Academic Standards before submission of the final report to VPAA. VPAA will use the Program Review Plans to develop a program review schedule

I. STUDENT LEARNING OUTCOMES

The Learning Assessment Plan contains a complete list of student learning outcomes for the program. This same list should be shown in the Program Review Plan.

II. SCHEDULE FOR ENSURING ALL LEARNING OUTCOMES ARE ASSESSED BY THE TIME OF PROGRAM REVIEW

Due to the significance of learning assessment in the program review process, the university's program review schedule is being built around the learning assessment that has occurred and which will occur, such that the Program Review Report is not due from a program before all learning outcomes have been assessed at least once.

In Program Learning Outcomes: Rubric for Assessing the Quality of Academic Program learning Outcomes, WASC outlines criteria for being at the "Developed" stage with respect to an institution's assessment planning. To be at the "Developed" stage:

- a) The program has a reasonable, multi-year assessment plan that identifies when each outcome will be assessed.

WASC also says,

- b) Programs need not assess every outcome every year, but faculty should have a plan to cycle through the outcomes over a reasonable period of time, such as the period between program review cycles.

III. SCHEDULE FOR MANAGING THE DRAFT PROGRAM REVIEW REPORT THROUGH THE EXTERNAL REVIEW PROCESS

Once a draft Program Review Report is prepared, it undergoes external review. Once results of the external review have been addressed, the document is then submitted to the Committee on Academic Standards for approval.

When returning your completed Program Review Plan to [Director of Assessment] at [email address] feel free to return the entire document.

PROGRAM REVIEW PLAN	
Program: POC Name: Title: Email:	Faculty who participated in the development or approval of this Program Review Plan:
I. STUDENT LEARNING OUTCOMES Please list all student learning outcomes that are currently defined for the program. The below-listed student learning outcomes pertain to the core requirements of a degree program. They should match the list of outcomes shown in the Learning Assessment Plan, Learning Assessment Report, Curricular Matrix, etc.	
II. SCHEDULE FOR ENSURING ALL LEARNING OUTCOMES ARE ASSESSED BY THE TIME OF PROGRAM REVIEW By the time of the program review, all learning outcomes should be assessed at least once. Below, please list those learning outcomes you have assessed already (within the last five years), and those you expect to assess in the coming years. The goal is to arrive at a date by which all outcomes have been assessed at least once.	
Learning Outcomes Assessed	Month/Year Assessment Concluded or is Expected to Conclude

Month/Year by Which All Learning Outcomes for the Program Have Been Assessed at Least Once	
<p>III. SCHEDULE FOR MANAGING THE DRAFT PROGRAM REVIEW REPORT THROUGH THE EXTERNAL REVIEW PROCESS In this section, indicate the <i>approximate</i> dates by which the draft Program Review Report will undergo various phases of the review process and the final report will be submitted to VPAA. It is well understood that only an estimate can be provided with respect to the time it will take for the report to undergo the two review processes.</p>	
Steps in the Program Review Report External Review Process	Month/Year This Phase of Review Process Will Conclude
<p>STEP 1: The draft report is completed and is ready to undergo review. The document has been approved by faculty and program administrators. All learning outcomes for the program have been assessed at least once and documentation of all learning assessments is included in an appendix.¹</p>	
<p>STEP 2: The draft report is submitted to external reviewers for evaluation and comment.</p>	
<p>STEP 3: External reviewers provide written feedback regarding findings of the program review and the program’s use, or intended use, of research findings to improve the program and student learning. External reviewer input can be in the form of a memorandum to the program.</p>	

¹ It is not necessary to take existing documentation of assessment findings and refashion these materials to “fit into” the Learning Assessment Report template distributed in September 2009. It is perfectly fine to include past learning assessments in the Program Review Report “as is.” In the body of the Program Review Report there will be an extensive discussion of what all assessments showed and how findings were used to improve the program and/or student learning.

<p>STEP 4: Any needed changes are made to the draft report per external review. Documentation is included in the Program Review Report as to what changes were made/how input was addressed.</p>	
<p>STEP 5: The draft report is submitted to the Committee on Academic Standards for approval. CAS will use a “checklist” to evaluate completeness of the Program Review Report per university and WASC guidance.</p>	
<p>STEP 6: CAS approves the draft report and/or makes recommendations regarding its completeness with respect to university and WASC requirements.</p>	
<p>STEP 7: Any needed changes are made to the draft report per CAS input. Documentation is included in the report as to what changes were made/how CAS input was addressed.</p>	
<p>STEP 8: The final Program Review Report is submitted to VPAA, thus concluding the five-year Program Review cycle.</p>	