Program Review – Graduate Programs

The intent of the Program Review process is to assess how well the program is being delivered and to make suggestions for improvements to the program. It is not intended to be threatening to any program under review but to enable all programs to strengthen their performance. Program reviews should be submitted electronically to the Graduate School Office. They should not exceed 10-15 pages TOTAL.

Phase 1 – Preparation of Program Review Information

Address each of the categories listed below. This should be as brief and as concise as possible. The use of main points followed by bullets is acceptable.

I. Brief Overview of the Program (1-2 pages)
   • Give a brief overview of Program highlights & changes since the last program review
   • Identify degrees offered / population served
   • Identify any special programs

II. Program Data Sheet
   • Program Data Sheet from Institutional Research
   • Note any discrepancies with Departmental data & explain
   • Give a brief explanation of any anomalies or data of concern

III. Goals, Student Learning Outcomes, Assessment/Measurement
   • Include culminating activity data (e.g., Comprehensive Exams, Theses and Defense, CARS, etc.)
   • Include any relevant licensure or endorsement data (e.g., PLACE, NCE, etc.)
   • Include Assessment Report Information
     o Indicate Goals (Goals are broad & comprehensive)
     o Indicate learning outcomes supporting each goal (learning outcomes are narrower, measurable and specify who will accomplish them, how, and when)
     o Indicate how achievement of the learning outcomes is assessed
     o Indicate how assessment results are used to improve student learning / program delivery

IV. Strengths, Weaknesses & Recommendations
   • Identify strengths & weaknesses in the program
   • List recommendations for improvements
V. Appendix
- Include a list of faculty members and qualifications
- Include examples of assessment tests if not included under section III
- Include any other evidence critical to evaluation of the program

IV. External Review
- Reports by External Reviewers will only be conducted when required by the Provost. While this could include low-enrolled programs it should not be limited to them. Highly enrolled programs may also benefit from review by an external source.
- Use of external reviews could be aligned with external visits already scheduled such as those required for accreditation

Phase 2 – Informational Meeting with GC & Department

The Graduate Council (GC) will meet with a representative or representatives of the department / program in question. The representative will discuss and clarify any questions the Graduate Council has regarding the Program Review. The main purpose of this phase is to identify strengths and weaknesses in the program and ensure that the GC has a full understanding of the program. The GC will base their recommendations on the Program Review and this discussion. These recommendations will be forwarded to the department offering the program, the Graduate School, and the Provost.

Phase 3 – Discussion of Recommendations/Final Report

This phase will involve a meeting with the departmental representative(s), the GC and the Provost. This group will review the recommendations made by the GC and the department. The main purpose of this phase is to find solutions to any weaknesses in the program. This discussion should focus on how well the goals & learning outcomes are being met, and the assessment results. In addition, they will discuss other recommendations and the feasibility of implementing them. It offers the department an opportunity to respond to, and act on the recommendations of the GC. The outcome of this discussion should form the basis of a plan for program improvement. The GC will submit a final report to the Provost based on the discussions in phases 2 & 3. This report will focus on achievable recommendations and plans for improving student outcomes.

Program Review Timeline

In the event that the deadline occurs on a weekend, the date of the following Monday will be used.

Nov. 1  Associate Provost for Graduate Studies initiates Program Review Process
Nov. 15  Institutional Research provides data sheet to departments
Jan. 15  Program review is submitted to the Associate Provost for Graduate Studies and the Graduate Council

Feb. 1   GC meets with departmental representatives for information meeting

Feb. 15  GC submits its’ recommendations to the department in which the program is housed

Mar. 1   GC and departmental representatives meet with Provost to discuss recommendations and performance outcomes

April 1  GC submits final report to GC & Provost stressing performance outcomes and achievable recommendations