Memorandum

Date: 04/28/2010
Re: Report on the work of the Program Review Committee in the 2009 – 2010 academic year

This year has been a year of significant transition and accomplishment. The Westmont community is showing significant signs of maturing in its program review and assessment work. In addition, important steps were taken this year which will provide a foundation for future work.

Signs of a maturing community:
• All three programs scheduled to complete a six-year program review did so. Moreover, the submitted reports were of good quality.
• With the exception of three programs whose chairs lost their homes in the Tea Fire, all program areas submitted a timely Annual Assessment Report in September. Two of the missing reports were submitted this spring.
• While some issues of consistency remain, this year’s reports were more consistent and most were of improved quality over previous years.
• Less prodding of and assistance to programs was required this year.
• The General Education program has made significant strides toward establishing an ongoing program of assessment and program review. In particular, approved outcomes and assessment plans in place for all but four of the twenty General Education sub-areas.
• The members of the Program Review Committee took on significantly more responsibilities in consulting with departments and in reviewing and responding to their reports. In prior years, most of this work was borne by the director of assessment.
• Taken as a whole, these indicators give evidence of a change in campus culture with more stability and momentum in our ongoing assessment and program review activities.

Enhanced platform for future work:
• We now have a document which communicates the alignment between our institutional identity and goals and the various institutional documents (The Mission Statement, What Do We Want for Our Graduates?, The Learning Standards, The General Education Document).
- A standard matrix has been developed to communicate the alignment of the outcomes of individual programs with institutional outcomes.
- The templates for reports have been revised on the basis of conversations with departments producing reports and in response to identified deficiencies in annual and six-year reports. The revised templates give more guidance concerning the size, contents, and structure of the reports. The revisions are intended to streamline the process, reduce the work load, and to facilitate the coordination of annual and six-year reports.
- An electronic assessment archive has been established with a standard set of folders for each department and a protocol for naming files. This archive is intended to bring order to the previous storage system where evidence in some departments was scattered over multiple computers and paper filing systems.
- Steps have been taken to begin placing departmental information from institutional sources such as the Records Office and the Office of Academic Advising into the archive folders of the individual departments thereby streamlining the process and eliminating problems with misplaced documents and data.
- Although not technically part of the Program Review Committee’s work, a Dean for Curriculum and Educational Effectiveness has been hired for next year.

Looking forward, the following tasks should receive attention in the coming year.

**Future work:**
- Develop and implement a robust system of institution-level assessment and program review.
- Complete the revision of the Student Life Learning Outcomes and incorporate them into the Multiple Documents Alignment.
- Continue to work with departments to produce reports that have a consistent format.
- Develop a robust program of institution-level assessment.
- Create a template for responses to annual and six-year reports.
- Develop a training program for members of the Program Review Committee.
- Create a manual for the Program Review Committee.
- Incorporate assessment and program review work into the institutional reward systems. In particular, this work needs to be recognized in the tenure and promotion process.