Program Review Guide

Core Assessment Work in Preparation for the Six-Year Report and Addressing Program Learning Outcomes (Years 2-5)

Answering Your Key Questions

If you have a good Action Plan, this should fall into place in a fairly straightforward manner. Every year, you will chip away at finding answers to your Key Questions through assessment and program review, and on September 15 send a short update to the Program Review Committee. Typically, departments should focus on one learning outcome or/and Key Question each year.

Think about the department’s strategy for pursuing these questions. Looking back at the department’s own material from the past may be helpful in articulating how to go about addressing these questions.

If you don’t know how to articulate or assess one of your outcomes, the Dean of Curriculum and Educational Effectiveness will be able to provide helpful resources and suggestions. You will also have several meetings with your program review cohort or other academic and non-academic departments that are expected to submit their Six-year Reports by the same deadline. During these meetings you will have the opportunity to share your accomplishments in the program review preparation process, discuss your challenges, have your questions addressed, and learn from other departments. Co-curricular departments may request their meeting with the Dean of Curriculum and Educational Effectiveness during the summer break.

The PRC will always want to see how you followed up on your findings. This is called “closing the loop”: making changes to your program in order to help your students learn better.

The PRC is well aware that the best-laid plans often don’t work out. Feel free to discuss adjustments to your Action Plan with the Dean of Curriculum and Educational Effectiveness or a member of the PRC.

It is important that you continue to think about how you may be able to make assessment more meaningful for improving and sustaining your program.