Producing the Seven-Year Program Review Report (Year 7)

1. Producing the Seven-Year Program Review Report

Your program review should reflect the collective work of all faculty in your department, including long-term adjuncts. Use the self-study as an opportunity for collaborative and collegial reflection over time on what your assessment data reveal about the program's strengths, challenges, and opportunities.

To support this process, the Dean of Curriculum and Educational Effectiveness offers modest grants for department retreats to discuss the report. Departments may receive a small stipend (up to $25 per person) to cover retreat expenses. The PRC recommends holding **one retreat** during the seven-year cycle, choosing one of the following options:

- **Midway through Year 6**, to assess progress on the Seven-Year Program Review Report, assign responsibilities, and potentially begin writing sections of the report; or

- **Spring of Year 1**, to begin formulating Key Questions for the next review cycle.

To receive reimbursement, departments must submit:

1. A meeting agenda
2. Meeting minutes or notes on decisions made
3. All relevant receipts

If your department would like to request funding for a second retreat during the cycle, the chair must submit a written request to the Dean with a clear rationale.

The Seven-Year Report is significant on multiple levels. It should inform the campus community of:

- Progress on key departmental initiatives
- The extent to which students are achieving program learning outcomes
- Considerations for future planning and improvement.

Another important audience is the WSCUC accreditation team. With this in mind, the PRC encourages departments to demonstrate rhetorical sensitivity in crafting the report. The Seven-Year Report is your opportunity to showcase departmental strengths, growth, vision, and needs.

Please consider your various audiences when writing. This report may influence perceptions of the quality of Westmont's academic programs and our institution's commitment to evidence-informed decision-making.

We urge you to present an honest, objective analysis of your findings—neither ignoring nor sugarcoating challenges. When issues are identified, aim to frame them in a problem-solving spirit, offering constructive and realistic solutions supported by data and reflective analysis.

2. Report Outline

There are four major sections to the Seven-Year Program Review Report:

A. Introduction (1-2 pages).

B. Student Assessment & Program Review (10-15 pages). Report what your department did and what you learned over the past seven years relative to the Institutional Learning Outcomes, your Program Learning Outcomes, and your Key Questions *(See Report Section B on Student Assessment & Program Review).*

C. Conclusions and Vision for the Future (3-4 pages)**.** This section should include items the department would like to bring to the attention of the Academic Senate including requests for significant changes to program or staffing. We would also like to hear what your department has learned from assessment work and program review, particularly as it pertains to ILOs and to your department's Mission Statement, PLOs, and Key Questions. As a result, what changes have you made or will you be pursuing? Specifically, how have you sought or how will you seek to enhance student learning relative to the college's ILOs and to your department's PLOs? What Key Questions do you wish to explore during the next seven-year cycle? *(See Report Section C on reporting your conclusions.)*

D. Appendices. *See Report Section D on required and optional appendices.*