

Seven-Year Program Review Cycle Activities

All program review activities fall into place more smoothly when guided by a well-constructed Action Plan. Each year, your department will make progress toward answering your Key Questions through assessment and program review activities. By September 15, you will submit the Annual Assessment Update Report to the PRC. Typically, departments focus on one learning outcome and/or Key Question per year.

Consider your department's overall strategy for addressing these questions. Reviewing past departmental materials can be helpful in clarifying your approach and determining next steps.

If you're unsure how to articulate or assess one of your outcomes, the Dean of Curriculum and Educational Effectiveness can provide guidance, resources, and suggestions. In addition, you will meet at least once with the Dean or PRC members to discuss your program review preparation. This meeting is an opportunity to review accomplishments and challenges, ask questions, and become familiar with best practices in program review.

Co-curricular departments may schedule their meeting with the Dean during the summer break. All co-curricular departments are expected to present their Seven-Year Program Review Report template to the PRC for review and approval during the academic year prior to submitting their full report.

Your Program Review Team will look for evidence of reflection and follow-up actions based on your findings. This process—often referred to as “closing the loop”—involves making programmatic changes aimed at improving student learning outcomes.

The PRC understands that even the best-laid plans sometimes require adjustment. If needed, you are encouraged to discuss revisions to your Action Plan with the Dean or a PRC member (current PRC membership is listed on the Educational Effectiveness website). You may also propose changes to your Multi-Year Assessment Plan in Section V of your Annual Assessment Update Report, which the PRC will review and provide feedback on.

Throughout the process, continue to reflect on how assessment can be made more meaningful and effective in supporting the continuous improvement and sustainability of your program.