

Six-Year Program Review Cycle Activities

All program review activities fall into place in a straightforward manner if you are following a good Action Plan. Every year, you will chip away at finding answers to your Key Questions through assessment and program review, and on September 15 send the Annual Assessment Update Report to the PRC. 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 at least one meeting with your program review cohort or other academic and non-academic departments that are expected to submit their Six-Year Program Review Report by the same deadline. During this meeting 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. We expect all co-curricular departments to present their Six-Year Program Review Report template to the PRC for revision and approval in the academic year prior to submitting their report.

Your Program Review Team 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 or a member of the PRC (current members of the PRC are listed on the Educational Effectiveness website). You can also include suggested adjustments to the Multi-Year Assessment Plan in your Annual Assessment Report Update (section V) for the PRC to review and provide feedback.

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.

Table: Six-Year Program Review Cycle Activities

Year	Activities	Documents to be submitted
1	<ul style="list-style-type: none"> • Submit your Six-Year Program Review Report by September 20 (Fall of Year 1) • Host an external reviewer site visit (Fall of Year 1) • Meet with the Program Review Team to discuss your Six-Year Program Review Report and their response to the report (optional). • Based on your report findings and the Program Review’s team response identify several Key Questions to be included in the Action Plan for the next program review cycle. • Meet with the Provost, Dean of Curriculum and Educational Effectiveness, and Team Leader to discuss your program review findings and the draft of your Action Plan. • Hold a program review retreat to finalize your Action Plan (optional). • Submit your Action Plan and Multi-Year Assessment Plan to the Dean of Curriculum and Educational Effectiveness by August 15 (Summer of Year 1) • Celebrate the progress of your department. 	<ul style="list-style-type: none"> • Six-Year Program Review Report • Action Plan • Multi-Year Assessment Plan • Executive Summary for the Executive Team (optional) • Retreat agenda, detailed minutes and all retreat receipts for reimbursement
2	<ul style="list-style-type: none"> • Assess student learning in relation to one of your PLOs. • Explore or begin exploring your Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
3	<ul style="list-style-type: none"> • Assess student learning in relation to one of your PLOs. • Explore your Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
4	<ul style="list-style-type: none"> • Assess student learning in relation to one of your PLOs. • Explore your Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
5	<ul style="list-style-type: none"> • Assess student learning in relation to your last PLOs. • Explore your last Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report

6	<ul style="list-style-type: none">• Participate in your program review cohort meeting with the Dean of Curriculum and Educational Effectiveness at the beginning of the Fall semester.• Survey your alumni.• Conduct a student focus group study (optional).• Hold a program review report preparation retreat (optional).• Collaboratively prepare and write your Six-Year Program Review Report.• Identify potential external reviewers for your program and submit the “External Reviewer Request and Authorization Form” to the Dean of Curriculum and Educational Effectiveness by April 1 (Spring of Year 6)	<ul style="list-style-type: none">• External Reviewer Request and Authorization Form• Retreat agenda, detailed minutes and all retreat receipts for reimbursement
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