

# Program Review Guidelines

Mesa State College  
Grand Junction, Colorado

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## **Purpose of the Document**

The program review process is integral to the continuous quality improvement cycle for all institutions. The review process provides an internal review of each academic program through a five year cycle culminating in a self-study by the department.

The five year cycle process ends with the site visit by an external reviewer selected from the discipline's professional organization. The external reviewer provides an outside expert view on the strengths and weaknesses of the program and recommendations for changes.

After the external review year, the process begins anew with a five year assessment plan based on the recommendations from the self-study and review.

The purpose of this document is to provide information to aid in the preparation of the self-study and program review.

## Assessment Timeline

### Year of Program Review

- Self-Study submitted to Office of Academic Affairs.
- Site visit by External Reviewer, report submitted to Office of Academic Affairs.
- Response from Department.
- Review, response from Curriculum Committee.
- Review, response from Faculty Senate.
- Submitted to President.
- Review, response from Board of Trustees.

### Year One:

- File Five-Year Assessment Plan based on review with Assessment Committee.

### Year Two:

- Work on plan.
- Continue to collect data for assessment plan.

### Year Three:

- File Progress Report of Assessment Plan with Assessment Committee.

### Year Four:

- Continue to collect data for assessment plan.
- Form committee to write the Self-Study document.

### Year Five: Program Review:

- Final Assessment Report due to Assessment Committee.
- See steps outlined above in Year of Program Review.

**Program Review Elements and Suggested Format**  
(Number of pages indicated for items are recommendations)

- A. Overview and brief history of the program including majors, minors, and concentrations. (1 page)
  
- B. Program goals and objectives, and its relationship to the role and mission of Mesa State. (1 page)
  
- C. Analysis of need for the program based upon the trends, enrollments, graduates, faculty production, and other relevant data (See Appendices for additional details)
  - ii) Other considerations. (2 pages)
  
- D. Narrative Summaries of Resources (6 pages)
  - i) Unique characteristics of the program influencing the need for resources.
  - ii) Faculty and staff.
  - iii) Physical facilities.
  - iv) Instructional equipment, including information technology and its use.
  - v) Library, including DVD, video, etc.
  - vi) Unique sources of revenue and expenditures.
  
- E. Effectiveness (5 pages)
  - i) Accreditations by professional, regional or national associations.
  - ii) Changes since the most recent program review.
  - iii) Assessment of student academic achievements within the program, based on the program assessment plan. The narrative should include a summary of strengths and needs identified as a result of these assessments for the years covered by this review.
  - iv) Faculty success data: (1) teaching; (2) advising; (3) scholarship; (4) service; (5) other achievements
  - v) Student success data; e.g., awards, licensure rates, national testing for licensure rates, average test scores on graduate school admission tests such as GRE, MCAT, LSAT, acceptance into graduate or professional programs, employment in the field, etc.
  
- F. Strengths identified by the review. (1 page)
  
- G. Areas needing strengthening identified by the review. ( 1 page)
  
- H. Vision (3 pages)
  - i) Proposals for strengthening the program.
  - ii) Program priorities requiring additional resources.

I. Appendices

- i) Suggested Statistics sheets for past 5 years provided by Institutional Research. Select all that apply. Additional statistics may be requested by department chairman as needed.

Table 1A. UG enrollment by major code by program level (5 most recent fiscal years) – July 15

Table 1B. UG enrollment by major code student level (5 most recent fiscal years) – July 15

Table 2. Headcount and credit hour distribution by term by course level (5 most recent fiscal years) – July 15

Table 3. Headcount and FTE enrollments by student level and tuition classification (5 most recent fiscal years) – July 15

Table 4. Degrees by level by program code (5 most recent fiscal years) – May 1

Table 5A. One year retention rates by major code (5 most recent fall terms – one year lag) – May 1

Table 5B. Headcount of graduates by type of entry and average cumulative credit hours to degree (5 most recent fiscal years) – May 1

Table 6. Faculty FTE by appointment type (5 most recent academic years) – May 1

Table 7. Aggregate faculty workload by appointment status (most recent academic year) – July 15

Table 8. Aggregate faculty workload by course type (most recent fall semester) – July 15

Table 9. Course count by level (most recent fiscal year) – May 1

- ii) Table 10. Finance and budget sheet for past 5 years provided by Budget Office – May 1
- iii) Library Assessment, provided by the Library
- iv) Most recent program review summary, provided by the department
- v) Assessment plans and results, provided by the department
- vi) External accreditation summary, provided by the department
- vii) Other relevant data, provided department
- viii) Faculty Vitae, provided by the Department

Source: Curriculum Committee, March 22, 2006

Program review should be submitted to the Office of Academic Affairs in hard copy (2 copies, one may be bound, one loose) and electronic format, including all appendices, tables, and reference materials.

### Program Review Timeline

Date	Activity
By March 1	Department notified that its program is to be reviewed.
By March 15	Department Head meets with VPAA regarding review.
March 1- Sept 15	Department conducts program review and prepares written report.
By April 1	Names of potential external reviewers submitted by department to VPAA
By July 1	External reviewer selected by VPAA
By July 15	Documents from IR, Budget, Library supplied to program.
By Sept 1	VPAA meets with Department Chair to review draft schedule for visit.
By Sept 15	Program review submitted to VPAA: narrative report, appendices, additional supporting documents (2 hard copies, one electronic)
By Oct 1	Final schedule for external review visit to department.
By Oct 24	On-site visit by external reviewer.
By Nov 10	Report from external reviewer submitted to VPAA
By Nov 21	Response from department to external reviewer report submitted to VPAA
By Dec 15	Curriculum (Assessment?) Committee and Faculty Senate receive reviews without consideration
By Feb 15	Department review, external reviewer report, department responses received by president and Board of Trustees for approval
By Mar 15	Reviews and subsequent recommendations conducted by Curriculum Committee (Assessment) and submitted to Faculty Senate for approval
By Apr 15	Faculty Senate approves reviews and recommendations, forwards to VPAA and President

## **Site Visit Overview**

The site visit typically lasts a full day and allows the reviewer the opportunity to meet the department faculty, administration, alumni, students in the program, and support services representatives. During these interviews, the reviewer has the opportunity to ask questions that may have surfaced during his/her electronic and hard copy review of the program. It also provides the department an opportunity to help the reviewer understand the program through sharing of information and history.

The reviewer typically will come to Grand Junction on an evening flight (few of them are close enough to drive), spends the entire next day on campus, and then leaves the following. Some reviewers will choose to spend more time on site than others and that is often guided by the flight arrangements.

Arrangements are made through the Office of Academic Affairs for the Department Head or designee to meet the reviewer at the airport. Dinner with the Department Head is often a good way to become acquainted with the reviewer and to begin the process of filling in the complete picture for the reviewer.

The review day is structured for a breakfast with the reviewer, Department Head, and additional department members. The reviewer will then have a schedule of visit with the following groups: President, Vice President of Academic Affairs, Institutional Research, Assessment Committee Chair, Faculty Senate President, Curriculum Committee Chair, Library Director, IT Director, students, alumni, department meeting, and others as the reviewer requests. A tour of the department facilities, off-campus sites, if applicable, and the campus are included in the day's activities. Lunch with the entire department is included in the review day. The Office of Academic Affairs will work with departments in scheduling for the review visit, communicate with the reviewer before his/her arrival on campus, coordinate travel, lodging, and meal arrangements, and complete all necessary paper work for reviewer payment.

## **Program Review Checklist**

### Submitted to the Office of Academic Affairs for the external review:

- Completed Program Review
- Syllabi for all sections of all courses (one year or most current semester)
- Copy of any department specific policies or requirements not included in the program review
- Description of faculty review/evaluation process, forms used
- Faculty Vitae

If items are included in the program review, do not duplicate. All items should be submitted both hard copy and electronically. (For programs under review 2008-2009, all items may not be available due to the late program review checklist notification.)

### Submitted to the External Reviewer by the Office of Academic Affairs:

- Completed Program Review
- Appendices of syllabi and faculty vitae
- College catalog
- Professional Personnel Handbook
- College Strategic Plan
- Institutional program brochures

### Submitted to the External Reviewer by the Office of Human Resources:

- W-9 Tax form
- Independent contractor form
- Purchase order
- Invoice

### Six Year Program Review Cycle

	<b>AY 2007-2008</b>	<b>AY 2008-2009</b>	<b>AY 2009-2010</b>	<b>AY 2010-2011</b>	<b>AY 2011-2012</b>	<b>AY 2012-2013</b>
1	Administrative Office Tech C, AAS	Business Administration BBA, BAS, MBA	Art BFA	Accounting BS	Construction Technology C, AAS	Biological Sciences AS, BS
2	Computer Information Systems BS BAS	Mathematics BS	Culinary Arts C, AAS	Computer Science BS	Criminal Justice BA Public Administration/Public Safety BAS	Kinesiology BA
3	Environmental Science and Technology BS	Psychology BA	History BA	English BA	EMT C, AAS	Manufacturing Technology C, AS, AAS
4	Electric Lineman C	Sociology BA	Mass Communications BA	Music BA NASM	Radiologic Technology AAS JRCERT	Physical Sciences BS
5	Nursing LPN, AAS, BSN	Spanish BA	Theatre BA	Peace Officer Safety Training C	Transportation Services Cluster C, AAS NATEF Certificate	Political Science BA
6		Teacher Education, Liberal Arts BA, BS		Teacher Education NCATE		Technology Integration C, AAS
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