Program Review Overview

1. Resources available: Institutional Research data, WEAVE data, accrediting body reports, faculty CVs, survey data, older assessment plans, General Education Curriculum plan if applicable

2. Discussion of external review team process
   o Two (2) external reviewers are paid for by Institutional Effectiveness.
   o Department must identify reviewers and invite them (and have them sign a Non-conflict of Interest Form)
   o Departments arrange dates, but external reviewers should perform the review together.
   o Department arranges conversations.
   o Exit interview should include Provost, and Academic Council and Graduate Council representatives.
   o External team must submit a report (one is recommended) to the chair of the department.

3. Distribution of Documents
   o Department must distribute self-study to the external review team
   o Department must send their self-study to Institutional Effectiveness (IE)
   o Department must send the external reviewers’ report to Institutional Effectiveness
   o IE will distribute self-study documents to Academic Council (AC), Graduate Council (GC), and keep copies
   o IE will distribute AC and GC reviews to the departments
   o IE will maintain comprehensive copies of the reports for:
     o Provost
     o IHL
     o Academic Council
     o Graduate Council
     o Dean
     o Department