

Program Review Preparation

1. Data collection (external sources: graduation, demography, placement...)

- Kathy's
- Dashboard
- Alumni Office/Career Services (chairs can view exit surveys)
- MAPPER

2. Departmental/Internal

- E-portfolio (uploading syllabi, yearly assessment reports, etc.)
- Charts/Stats: organizational chart, number of faculty publications, conference presentations, creative works, workshops
- Faculty info: credentials, research bio, accomplishments, current research/courses, newly developed courses, initiatives, lectures, etc.
- Divide tasks/delegate when possible
- Set deadlines for faculty contribution
- Department's own exit surveys (own set of questions apart from the career Services')
- Department's own assessment efforts/records

3. Focus Group

- Junior/senior participants
- Student demography (nationality, gender, opinion)
- Formulating questions

4. Drafting documents/charts, help from:

- Secretary
- Student workers

5. Other Departments' Reports online

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Thoughts on the Program Review process
(*we did our self-study report in Fall 2011 and our site-visit in early 2012*)

- First, remember that the purpose of the Program Review is to help you (the department) understand where you are and what changes need to be made. It's not for the administration. I feel like I probably spent too much time worrying about what the administration would think about certain parts of our self-study report. In reality, I have never been given any kind of feedback or comments from the administration about our program review... though I have to believe that someone up there at least read it (right?).
- You will never be given a grade or score on your self-study report. Don't spend any extra effort on your review process that is not required, unless it is helpful for you and your department.
- Involve your department members (including the secretary). Share the load. I found it was helpful to assign each member one or two sections from the report to write. The more ownership your department members feel in the process the more useful it will be for all of you.
- Meet together as a department before you even start the process and try to nail down what you want to get out of it. For example, we have wanted to add some requirements to our major for a long time. We were able to use our Program Review to provide evidence that these additional requirements were necessary and we are now using this to support our curriculum change proposals.
- Don't expect that simply submitting your self-study report, committee report, or quality improvement plan will cause any changes to occur. You need to make the necessary changes through the proper channels using these reports as evidence to support you.
- We felt like the student focus group that the Institutional Research office set up for us were helpful, but if I did it again I would be firmer and clearer in what we wanted out of it. The student worker who ran our focus group changed our questions around for some reason and ended up focusing more on what we felt like were trivialities and less on what we wanted to know from our students.
- We did an online alumni survey and I feel like it was helpful, but we just contacted people by email and had limited responses. Next time I think we'll put together a Facebook page (or whatever fancy-schmancy technology is out there in 5... to 10... years from now) for our department and try to get better participation in our survey that way.
- For your external review committee visit make sure they have plenty of opportunities to meet with and talk to a broad spectrum of your students.
- If you can manage it, arrange your teaching schedule so that you have one or two days each week without any classes during the semester you are doing your program review so that you have big chunks of time available to focus on your reports.
- I found that the whole program review process wasn't as painful as I thought it would be.
- I'm certainly not a pro at this, having only gone through this process once myself, but I'd be happy to try to help if you have any questions.