



# Western University Program Review Process

(Updated 12/04/13)

Introduction.....	2
Parameters of the Program Review Process .....	3
Elements of the Review .....	8
Review Process: Six Milestones .....	9
Appendix A. Version Control.....	15
Appendix B. Templates and Rubrics .....	16



The program review process consists of six milestones that occur in sequence.



### ***Integration with Professional Accreditation***

Most of the university's degree programs hold specialized accreditations as required or customary in their fields. These accreditations impose regular evaluations by external

Figure 1.

mutual consent of the college dean and the provost for academic development and effectiveness. In general, the expectation is that each degree program will undergo a separate program review; however, in some circumstances, it may be preferable to group programs in a single college together

12-4-2013

## Elementsof the Review

Theprogram review process consists of three basic components:

### Self-Study

Self-



## Review Process: Six Milestones

The stages that comprise program review are described as six milestones that occur sequentially.

### Milestone 1: Planning and Preparation

The process is initiated with a kickoff meeting to discuss the program review process and the timeline. Participants in this meeting include representatives from Academic Affairs and the college/university division and program under review. The basic parameters of the process are discussed and agreed upon, and the budget for the program review is allocated. By the end of this milestone, a self-study chair should be appointed by the

- Unit of review, timeline, and integration with professional accreditation are determined.
- Budget for program review allocated and funding sources determined.
- Training workshop held for program faculty and/or

- Additional reports.

### Milestone 3: SelfStudy

The self-study team produces a self-study document during this period. If this document is being developed for an accreditation visit, it may go by a different name and may follow the guidelines or template required by that accreditor. For other programs, it is expected that they will generally follow the template provided for WesternU self-studies. An effective self-study should engage the program's constituents during its development, including faculty, staff, administrators, and students, and possibly external constituents. The self-study should be based on available data, and provide the program's evaluation of its effectiveness in achieving its objectives, particularly as they relate to student learning. As the self-study is developed, the Director of Institutional Research

If the program is being reviewed by an accreditor, the external review incorporates the normal review process (e.g., site visit or documentation review) followed by the accreditor.

If the program is a Doctoral or

## Milestone 5: Internal Review

The self-study, final team report, and program's final response (if one is submitted) are reviewed by the Academic Standards and Policy Committee. This committee will represent the interest of the University by evaluating the results of the review to identify important institutional implications. The committee will summarize important findings of the review and provide insight to help align findings to the University's strategic plan. This report is submitted to the Provost and the program under review. The University Provost will consult with the program and college to develop a plan detailing the actions the program will take in response to the self-study and reviews.

This stage begins with the program submitting its self-study and the final report of the external review team to the Office of Institutional Research and Effectiveness. If the program prepares a response to the final report, that is also submitted at this time. These documents are received by the Director of Institutional Research and Effectiveness, [(, [(, [(e)4( f)3(i)-2(n





## Appendix B. Templates and Rubrics

A number of templates, rubrics, and other supporting documents are required to help facilitate this process. These documents will be developed over the summer and circulated for feedback as part of a subsequent draft of the program review process. The current list of required supporting documents is:

1. Updated program review calendar, aligned with professional accreditation calendar, and including co-curricular programs and academic service departments
2. Crosswalk of program review standards with professional accreditor standards
3. Self-evaluation of program review process against WASC program review rubric
4. Membership list and minutes from Academic Program Review Committee
5. Charter for self-study team
6. Program Review Plan At(A)2(t)--p40 Tc s10(a2( pr)3(o)(t)-27.)-1((A)2(t)--p40 Tc om0(a2( pr)w4623 35