

Program Report Review Addendum

Program Reports afford the opportunity for us to reflect on the present state of the academic program, its recent history, its academic currency, and the areas where we can improve the program for the benefit of our students and the academic department. A vital piece of the review should include the program's findings from recent years' student learning outcomes assessments and the resulting actions the program took, based upon that evidence.

Academic programs determine the questions that will benefit the continuous improvement of and strategic planning for the program, and they build a document repository of relevant data and contextual information for the reviewers to consider in their analysis. At a minimum, programs should include in this repository:

- An executive summary of the program learning outcomes from the most recent 3-5 years;
 - *How well are students achieving the intended program learning outcomes?*
 - *In what ways do those achievements shed light on how well the students are achieving [institutional learning outcomes](#) for programs with which the program level outcomes are aligned?*
- A summary description of what actions programs took to improve the program as a result of the program learning outcomes and student learning outcomes assessments and how well those actions met the program's expectations for improvement.

Ultimately, the purpose of the impact report provides the opportunity to set a strategic vision for the next three years of program improvement. The consensus upon which the academic program and the Dean and Associate Dean arrive needs to be shared with the academic program in written form no later than the start of the next semester (see attached). Then the academic program has **one month** to respond to the Dean's Office feedback in designated section of the attached form. The completed form is then sent on by the Dean's Office to the Office of Institutional Effectiveness so that necessary support can be planned and implemented at the various levels of the university.

Program Report Feedback Form

Academic Program Reviewed:

Program Director:

Academic Year of Review:

Dean's Office Review of Program Report

Summary of Program Report

Challenges of Academic Program

Recommendations for Next Steps

Program's Response to Dean's Office Feedback

Enrollments and Degrees Awarded for Each of the Past Five Years, by Program:

Academic Program Name, Degree Level					
Academic Year:	yyyy-yy	yyyy-yy	yyyy-yy	yyyy-yy	yyyy-yy
Student Credit Hours (if applicable):					
Enrollment:					
Degrees Awarded (if applicable):					

Summary of the Student Learning Outcomes Assessments of the Past Three-Five Academic Years:

Summary of the Actions Taken to Address the Assessment Findings/ Results of those Actions:

Action Plan for Addressing the Program Review Recommendations:

[For each action, include a strategy for implementation, the responsible party, the date range to be completed, the mechanism for measuring the action's success.]

Submitted by: *[typically, program director's signature]*

Dean's/Associate Dean's Support: *[signature]*

Date: