CAS TARGETED PROGRAM REVIEW PROCESS
Without Outside Reviewers

March 2025

The aim of the CAS Targeted Program Review is for one interdisciplinary major program OR one or more programs within a department to analyze the state of their program(s) since the prior review of said programs(s), including how the program(s) may have changed since that review. Rather than doing a full comprehensive review about the entire program/department, you are being asked to identify burning questions that would help the program improve to serve students better, or to bring more students to said programs. To that end, based upon the questions that are identified, data in the form of enrollments and assessment activity (as they pertain to the questions) should be used to inform the analysis. In particular, the report should include the following: (a) review assessment activity within the program since the timing of the prior program review in relation to the targeted questions, (b) consider how assessment (educational/academic assessment or non-educational assessment) has been applied to program change or will be used to inform future priorities, and (c) reflection on current challenges and future opportunities. Here is a list of steps for conceiving, executing, responding and acting upon the Targeted Program Review.

A. **Starting the Process:** *Generally, by January 30 – for Fall Prog. Rev., September 30 for Spring Program Review*

1. The Associate Dean notifies the Department Chair/Program Director(s) as to the program review report for the upcoming semester (e.g., *January notification for Fall Program Review; September for Spring Program Review*) and provides a sample list of questions for the targeted program review. Where possible, the Associate Dean shares a recent program review report list of questions and subsequent completed report to aid the department in formulating the possible scope of questions that they may want to ask specific to their program.

2. The Department/Program(s) submits a draft list of questions (typically two to three) to the Associate Dean for approval. The Associate Dean then consults with the Dean and other stakeholders where applicable (e.g., Provost, Assistant Provost for Planning and Institutional Effectiveness) about these questions. The Associate Dean will provide feedback to the Department Chair/Program Director before the targeted questions are finalized and approved.

3. As the questions are finalized, the Department/Program(s) may want to consult with the Associate Dean, Assistant Provost for Planning and Institutional Effectiveness, as well as the Assistant Provost for Operations/Data and other relevant parts of campus in compiling the data to present as part of the report that will shed light on the questions asked. Such data might include the number of enrolled students (e.g., majors/minors) over the last five years, the number of student credit hours (SCHs), outcomes of graduates of said program (e.g., job placement rates, licensure pass rates if applicable, graduate school acceptances; see Career Center Survey results), exit survey results,

assessment results. These will be stored on a Sharepoint folder to which will be submitted to the Associate Dean with access given to the Dean as well.

B. **Ending the Program Review Report Cycle**

    1. The department will submit the report to the Associate Dean on the last day of undergraduate classes *for the specified semester in which the review is being conducted*.

    2. The CAS Dean's Office will respond to this report in writing by the start of the subsequent semester (i.e., February 1st for Fall semester reports; September 1st for Spring semester reports). The Department has *six weeks* from receipt of the Dean's Office feedback to provide a written response to the Associate Dean and Dean addressing issues if they arise in the report.

    2. The resulting correspondences of report with appendices and Dean's Office response should be shared with Assistant Provost for Planning and Institutional Effectiveness for record-keeping for higher education accreditation (e.g., PASCHE, Middle States) purposes.

    3. All parties will agree to an action plan that can (but need not) take up to **five** years to enact. There will be a timeline and benchmarks for the Department/Program(s). The Department/Program(s) will report on progress each year as part of their annual report submitted to the Dean in June.