

CAS TARGETED PROGRAM REVIEW PROCESS

With Reviewers

March 2025

The aim of the CAS Targeted Program Review is to analyze the state of their program(s) since the prior review of said program(s), including how the program(s) may have changed since that review. Note that this program review would be for a particular department with many majors or in other cases for an interdisciplinary program. Rather than doing a full comprehensive review about the entire program/departmental programs, you are being asked to identify burning questions that would help the program(s) 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 and/or 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 submits a draft list of questions (typically 2-3) 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 and/or Program Director before the targeted questions are finalized and approved.
3. In a year in which a **program review will undergo a more involved review consisting of reviewers *beyond* the department** at the discretion of the Dean and Associate Dean, the Associate Dean will indicate to the program that this review cycle involves these reviewers beyond the department. In such cases, the Department will also submit a list of **at least 3 possible outside reviewers** (often at similar types of institutions like ACCU/AJCU and of similar size programs) along with a rationale for why these people would be good reviewers. They will also identify with the Dean **a list of up to 3 possible internal reviewers** (i.e., full-time faculty colleagues in an adjacent discipline to the program being reviewed). The Dean will invite (normally) **1**

outside reviewer and 1 internal reviewer to participate in the review. Upon their acceptance of serving as the reviewers, the Associate Dean follows up with an email, cc-ing Dept Chair and/or Program Director(s) to share relevant information and logistical matters for the program review.

4. The CAS Dean's office manager will then work with the program/department administrative assistant and the identified reviewers to schedule the visit. Additionally, the program/department administrative assistant will reach out to the external reviewer concerning travel and hotel reservations. Once those logistics are finalized, departmental administrative assistant shares with Department Chair and/or Program Director(s) and CAS Dean's office manager. Dates for the Program Review will be finalized.
5. As the targeted program review questions are finalized, the Department Chair and/or Program Director(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 5 years, the number of student credit hours (SCHs), student outcomes of program graduates (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.
6. The Department appoints a faculty designee to handle the logistics of the Reviewer's visit. This person can work with the departmental Administrative Assistant to arrange for hotel, help reviewers with travel, set up the schedule of interviews, meals etc. Please make sure that for interviews outside the department that appropriate appointments are scheduled directly with the relevant parties.

B. Targeted Program Review Visit

1. THE ACTUAL VISIT – See separate schedule (below) about what typically happens.
2. At the end of their visit, the reviewers will meet with the Dean, Associate Dean and Department Chair and/or Program Director(s) to offer a verbal preliminary report.
3. Reviewers will send all receipts for travel to the Assistant Dean for Operations within the Dean's Office for reimbursement.

C. Ending the Targeted Program Review Report Cycle

1. Within four weeks of the visit, the reviewers will submit a written report to the Dean, the Associate Dean, and Department Chair and/or Program Director(s). At that point, the Dean will authorize payment of the stipend. (*External Reviewer is paid*)

an honorarium plus travel expenses; Internal Reviewer's work is considered a valuable form of service to the university.)

2. The Department has six weeks to provide a written response to the Dean addressing issues in the report and a tentative plan for moving forward. If the Department is not able to meet this deadline due to some extenuating circumstances, they must inform the Dean and Associate Dean as soon as possible, and the Dean will make an adjusted deadline.
3. The Dean will work with the Department Chair and/or Program Director(s) as well as the Associate Dean and other colleagues in the Provost's Office to develop a response and draft action plan for the Department/Program(s). Both the program review report and the response to the report should be shared with the Assistant Provost for Planning and Institutional Effectiveness for record-keeping for higher education accreditation (e.g., PASCHE, Middle States) purposes.
4. All parties will agree to an action plan that can (but need not) take **until the next program review** (i.e., five years to enact). There will be a timeline and benchmarks for the Department/Program(s). The Program(s)/Department will report on progress each year as part of their annual report to the Dean.

THE VISIT SCHEDULE

For Program Reviews with Internal and External Reviewers

SUNDAY:

Typically Reviews begin late Sunday afternoon. Reviewers should take Uber or cab to hotel and save receipts.

3:45 PM – Department Chair and/or Program Director(s) picks up reviewers at hotel. Brings to campus.

4:00 PM – Meet with Dean, Associate Dean, Department Chair and/or Program Director(s).

The reviewers receive an overview (possibly a tour) of the University, ask general questions etc.

5:30 – Dinner for the group (*Reservation made by department administrative assistant*)

MONDAY – MEETINGS (*Arrangements for meetings are the responsibility of the faculty member in the department responsible for logistics of the visit. They should check with and send along calendar invites for Dean's office calendars as they set up schedule;*

8:15 AM – Department Chair and/or Program Director(s) picks up reviewers at hotel

8:30-12:00 PM – Meetings with the following during the course of the day.

Faculty: Depending on the size of the department and time constraints, the reviewers may meet with the department members individually or in small groups. Depending on their area(s) of expertise, the reviewers may conduct these interviews together or individually. At some point in the day, there should be a time that tenured/tenure-track faculty meet with the Reviewers themselves as well as a chance for faculty specialists and/or adjunct faculty to meet with the Reviewers on their own. In addition, there may be other offices or people within the university with whom the reviewers may wish to meet.

Department Chair and/or Program Director(s)

Dean and Associate Dean

Assistant Provost for Planning and Institutional Effectiveness or other person relevant for assessment.

12:00-1:00 Lunch with Students – Typically a selection of majors and minors (this could be a breakfast or lunch meeting). Lunch is ordered by department designee but paid for by Dean's Office.

1:00 -5:00 PM – Meetings continue

6:00 PM – Dinner: Internal and External Reviewers only to begin to formulate their findings/thoughts/views. *(Reservations made by department administrative assistant; Internal reviewer should consult with external reviewer to see if they have any requests for food and then notify Dean's office).*

TUESDAY

8:30 – Department Chair and/or Program Director(s) picks up Reviewer and bring to campus

9:00 – Final Meeting with Dean, Associate Dean, and Department Chair and/or Program Director(s).

Reviewers should be free to depart by noon on Tuesday. Reviewer can send receipt for Uber to Dean's Office.

This is the format of a typical visit. There is flexibility in how each Program/Department actually organizes things.

Scheduling the visit is arranged by the department, but they should consult in advance with the Dean's office calendars before finalizing anything. The department also is responsible for checking with other groups for scheduling.