

Program Review Process and Timeline

Timeframe	ACTIONS
May Prior Academic Year	<p>Initiate Program Review Process</p> <ul style="list-style-type: none"> ▪ The Planning, Assessment, and Analysis (PAA) department identifies departments that have academic program reviews and administrative unit reviews that are scheduled during the upcoming academic year. ▪ The Assistant Vice President of Institutional Assessment and Planning (AVP IAP) notifies the Provost and respective Vice Presidents/Deans. ▪ The Vice President/College Dean, in conjunction with the AVP IAP, notifies the Department Chair and Administrative Unit Leaders. ▪ The Planning, Assessment and Analysis prepares the initial data resources.
September - October	<p>Launch Program Review</p> <p>Assemble Internal Program Review Team</p> <ul style="list-style-type: none"> ▪ The Department Chair and Administrative Unit Leaders assemble their Program/Unit Review Self-Study Committees/ Teams. <p>Conduct Program Review Pre-Planning Meeting</p> <ul style="list-style-type: none"> ▪ The AVP IAP provides an overview of the Program Review process for all departments/units under review in collaboration with the College Dean/ Vice President. ▪ The Millersville University Report Template is shared (Academic Program Review). ▪ The Administrative Unit Review Report guidance is shared. ▪ The Institutional Researcher: <ul style="list-style-type: none"> ▪ Shares prepared data resources with team members, ▪ Reviews how to access additional data resources with team members, and ▪ Collects data requests that may be unique to each program/unit review.
November - December	<p>Develop Program Review Draft Reports</p> <ul style="list-style-type: none"> ▪ The AVP IAP schedules check-in sessions with program review and administrative unit teams to answer questions and respond to data requests. ▪ <u>Academic Program Review</u> After the internal self-study team examines the previous five-year program review, five-years of student learning outcomes assessment information, data resources, and accreditation review (if applicable), the self-study team completes the Millersville University Report Template. ▪ <u>Administrative Unit Review</u> The administrative unit review team prepares its report. <p>External Reviewer Nominations – Preliminary</p> <ul style="list-style-type: none"> ▪ Program Review teams develop a list of 3-5 external reviewer candidates.
Due February 1	<p>Submit Program Review Self-Study Report Draft</p> <ul style="list-style-type: none"> ▪ After discussing the self-study reports with department members: <ul style="list-style-type: none"> ▪ <u>Academic Program Review</u> teams submit their draft reports to the respective College Dean. The College Dean reviews, requests modifications if necessary, and approves the draft. ▪ <u>Administrative Unit Review</u> teams submit their draft reports to the respective College Dean or Vice President. The College Dean or Vice President reviews, requests modifications if necessary, and approves the draft.

Program Review Process and Timeline

Timeframe	ACTIONS
	<p>Submit Program Review External Review List</p> <ul style="list-style-type: none"> ▪ <u>Academic Program Review</u> In consultation with the Department Chair, the College Dean/Vice President submits a list of 3 to 5 external evaluators to the Provost. ▪ <u>Administrative Unit Review</u> Each team submits a list of at least 2 potential external reviewers to the College Dean or Vice President. ▪ Please provide CV of each suggested external reviewer with your request. <p>See Appendix A – <i>The Role of the External Reviewer and Reviewer Report Template</i></p>
March-April	<p>External Reviewer Approval and Invitations</p> <ul style="list-style-type: none"> ▪ The Provost approves Academic Program Review external reviewers by March 1. ▪ The respective Vice President approves Administrative Unit Reviewers by March 1. ▪ The College Dean or Vice President invites and contracts each reviewer. ▪ Departments send the approved program review report and student learning outcomes assessment plan to the external reviewers one month prior to the site visit. <p>Site Visit Scheduling</p> <ul style="list-style-type: none"> ▪ Departments, in conjunction with the College Dean’s Office, coordinate site visit arrangements: <ul style="list-style-type: none"> ▪ Academic Program Review site visits should include meetings with the College Dean and Provost. ▪ See Appendix B – <i>Program Review and Accreditation Site Visits: Scheduling Procedure Detail-Provost’s and President’s Offices</i> ▪ Administrative Unit Review site visits include meetings with the department leader and respective Vice President. <p>External Reviewer Report</p> <ul style="list-style-type: none"> ▪ The external reviewer sends a report after the site visit to the program review leader, Department Chair, and College Dean or Vice President. ▪ Ideally, the external reviewer sends this report within 2-4 weeks of the visit. <p>Program Review Evaluation Report Discussion</p> <ul style="list-style-type: none"> ▪ <u>Academic Program Review</u> The College Dean/Vice President, Department Chair, and Self-Study Committee meet to discuss the self-study report and external evaluator’s report. <ul style="list-style-type: none"> ▪ Based on findings, the five-year action plan and five-year student learning Outcomes Assessment Plan may be modified. ▪ The College Dean prepares a written response to accompany the self-study report. ▪ <u>Administrative Unit Review</u> The Administrative Unit Leader and Vice President discuss the reviewers’ report. <ul style="list-style-type: none"> ▪ Findings are used to inform the upcoming annual budget and annual goals. ▪ The Vice President signs the report to acknowledge that the report has been discussed.
May-July	<p>Final Program Review Communication and Archival</p> <ul style="list-style-type: none"> ▪ <u>Academic Program Review</u> The College Dean/Vice President submits full Program Review documentation to the Provost by July 15 and copies the AVP IAP, the Director of Institutional Research, and McNairy Library Archives. ▪ <u>Administrative Unit Review</u> The Administrative Unit Leader submits full documentation to the respective Vice President by July 15 and copies the AVP IAP, the Director of Institutional Research, and McNairy Library Archives.

Program Review Process and Timeline

Appendix A – The Role of the External Reviewer and Reviewer Report Template

External reviewers are asked to submit a final written report to the College Dean within two to four weeks of the site visit. Please share the following report format with the reviewer when the reviewer is invited to campus. The reviewer is welcome to adjust the format as deemed appropriate.

1. Process Provide a brief overview of the structure of the review including details about the groups or individuals who were interviewed.

2a. Review of Academic Programs Please analyze the program's curricula and student learning outcome evidence to answer the following questions:

- a. What is your overall assessment of the quality of graduates produced by the programs in the department? On what evidence is this based?
- b. Do the department's learning outcomes reflect the current state of the discipline?
- c. Is the evidence of learning sufficient to address the degree to which students are achieving the learning outcomes?
- d. Is the curriculum current and in alignment with other similar programs in the country? Do you have specific recommendations regarding the curriculum?

2b. Review of Administrative Unit Please analyze the department's actions and processes and their impact on students to answer the following questions:

- a. In comparison to similar units at other universities, what are the unit's strongest attributes?
- b. What are the top three areas or processes that the unit could improve?
- c. How do you envision this unit expanding its positive impact on students?

3. Strategic Planning This review process is intended to be forward looking in its orientation and thus your feedback on the department's strategic plan, especially the five-year goals and achievement tasks, is of particular interest.

- a. Are the goals achievable within the available resources?
- b. Are the tasks well aligned to meet the goals?
- c. If there are goals that would require additional tasks, please comment on the value they represent to the university.

4. Challenges The challenges should relate specifically to the department's ability to meet the goals of its own strategic plan.

5. Opportunities These are the specific recommendations designed to assist the department in achieving its goals.

6. Recommendations Please provide specific recommendations to the department, school, and administration regarding all aspects of a program's impact on students as reviewed during the visit.

Program Review Process and Timeline

Appendix B – Program Review and Accreditation Site Visits *Scheduling Procedure Detail-Provost's and President's Offices* 10-25-2022

Academic Program Reviews

- Notify the Provost – As soon as the approximate date of the visit is known, notify the Provost's Office of the expected timeframe (i.e., 'March 20XX").
- Scheduling the Visit – The Dean's Office should work with **Executive Associate to the Provost, Rachel Opala**, to determine the Provost's availability. Once the Provost's meeting is scheduled, the remaining appointments can be arranged. The Provost should be scheduled to meet with the program reviewer and appropriate College Dean toward the end of the visit for a summary of findings.
- 3 weeks prior to visit: The College Dean's Office will provide the Provost with a copy of the Self-Study Draft and the CV of the each program reviewer.
- Upon Receipt of the Reviewers' Formal Report: The College Dean and Provost should receive a copy of the Reviewers' Report and the final self-study report (The Dean will meet with the Department to discuss both and convey information discussed to the Provost).

Accreditation Site Visits

- Notify the Provost – As soon as the approximate date of the accrediting body's visit is known, notify the Provost's Office of the expected timeframe (i.e., 'March 20XX").
- Scheduling the Visit – The College Dean's Office should work with **Executive Associate to the President, Pietra Jamison**, to determine the President's availability and the **Executive Associate to the Provost, Rachel Opala**, to determine the Provost's availability, in that order. The remainder of the appointments can be arranged once the Provost's and President's meetings are scheduled.
- 3 weeks prior to visit: The College Dean's Office will provide the Provost with an executive summary, the site team schedule, and short bios of the team members. The executive summary should provide highlights of the report, identify strengths and weaknesses, and indicate any anticipated questions/areas of focus and suggested responses. If there are issues that the College Dean expects the site visitors to raise, those should be also identified.
- 2 weeks prior to visit: The Provost will submit the information to the President's Office.