Office of Academic Assessment & Program Review

Program Review 2016-2017 Launch Meeting
Eli Bartle, Program Review Coordinator
ebartle@csun.edu
Khatira Tarvirdian, Graduate Assistant
(818) 677-6717
csun.assess.pr@gmail.com

LAUNCH MEETING

PROGRAM REVIEW

March 8, 2016
12:30pm - 2:30 pm
AGENDA

- Introductions: Eli Bartle, Program Review Coordinator
- Vice Provost Welcome: Michael Neubauer
- Director’s Welcome: Jack Solomon
- Program Review Process Cycle: Eli Bartle
- Panelists: Tips and Strategies
  - Sheena Malhotra, Professor, Gender & Women's Studies / Academic Director, MA in Humanities
  - Evelyn McClave, Professor, Dept. Chair, Linguistics/TESL
  - Jon Stahl, Professor, Dept. Chair, Cinema & Television Arts
- Collecting Data from Institutional Research
  - Betinna Huber, Director
- Q&A and Closing Remarks
PROGRAM REVIEW CYCLE

• Why is program review required?
• What does the process document?
  • History/Reflection
  • Goals/Objectives/Planning (since last review)
  • Commendations & Recommendations: Improvement
• Shared responsibility
  • Who are the key players?
  • How will you get support?
• Evaluation: How does it tie into assessment?
STEPS OF PROCESS

• Review the New FLOWCHART*
  • [http://www.csun.edu/assessment/program_review.html](http://www.csun.edu/assessment/program_review.html)

• Thanks to Jody Myers (Religious Studies & Jewish Studies Program Coordinator), Anita Slechta (Chair, Health Sciences & Director of BS, Radiologic Sciences), and Cheryl Spector (English Department & Director, Academic First Year Experiences) for their feedback in creating the flowchart.
STEPS OF PROCESS

• Step 1: Launch Meeting
• Step 2: Self Study
• Step 3: External Review
• Step 4: MOU – Creation
• Step 5: MOU Distribution
• Step 6: Implementation of MOU
STEPS OF PROCESS

• Step 2. Self Study
  • What’s the point?
  • What’s involved in compiling the information?
  • Who writes it?
  • What information needs to be included?
  • What to do when it is done?
SELF-STUDY SECTIONS

Self-Study is about 20 pages plus appendices.
- Overview of the Program – 4-5 pages
- Campus Climate Actions* - 1-2 pages
- Assessment and Strategic Planning – 4-5 pages
- Key Strengths and Challenges – 5-6 pages
- Discussion of MOU – 1-2 pages
- Appendices - ?? 2 page vitae please

See Self-Study Guidelines:
http://www.csun.edu/assessment/pr_resources.html
* New section as of Fall 2013
OVERVIEW OF THE PROGRAM

• Describe all degrees including options & certificates, undergrad & graduate, current enrollment & growth since last self-study, list SLOs for all
• Describe instructional & support staff
• Process used to write self-study: main person assigned to organize and write it and how faculty were involved
• Advisement
• Campus and Community Service & Engagement (Ex. GE)
CAMPUS/DEPARTMENT CLIMATE

- Section added in response to campus cultural climate survey and
- To respond to CSUN Value of Respect for All People:
  - http://www.csun.edu/president/mission

- Think broadly and discuss areas unique to your department and degrees
- EXAMPLES: faculty make-up/diversity, conflicts between faculty, staff, or students; changes in the curriculum related to cultural issues
ASSESSMENT AND STRATEGIC PLANNING

• Assessment in the Self-Study (Part 3)
  • Summarizes assessment results since your last program review; FOCUS ON CHANGES MADE DUE TO DIRECT ASSESSMENT IN PARTICULAR
  • Needed for undergraduate and graduate degrees
  • Evaluation of GE courses and certificates
  • Serves as a foundation for curriculum planning

• Assessment Matrix at the end of the Self-Study Guidelines Document
KEY STRENGTHS AND CHALLENGES

- List and explain about 3 of each
- Discuss in a way that the external reviewers can provide you with information, ideas, and feedback
- Think of now and in the next program review cycle of next 6 years
DISCUSSION OF LAST MOU

- Can simply copy and paste it and comment on recommendations (and commendations as needed)
- Can also give brief summary of key points and then make it an appendix
APPENDICES

- Memorandum of Understanding from the Previous Review
- Program SLOs, 5-year assessment plan and matrices
- Annual assessment reports for each year of the review period
- Faculty Vitae: 2-pages PLEASE
- List all GE courses that carry the program prefix in the course list of the most recent University catalog. Include enrollment data for the last five years.
- Data from Institutional Research as relevant, with analysis.
cover page & external reviewer list

- Send completed self-study with signed cover page (information listed on self-study guideline document OR our office can send you a template) to us
- Send list of external reviewers listed in order of preference to us AFTER it has been approved by the Department Faculty and Dean
NEXT STEPS

• External Reviewer Visit & Report
  • Selection of Reviewers
  • Visit to Campus
  • Report and MOU Draft

• Khatira Tarvirdian, Graduate Assistant
MOU CREATION

• MOU – Between Dept. & Dean
  • Who creates it?
  • What does the meeting involve?
  • Recommendations and Commendations

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California State University
Northridge

Memorandum

Date: July 9, 2012
To: Dr. Dianne Harrison
   President
From: Dr. Cynthia Rawitch
      Vice Provost

Subject: Final Memorandum of Understanding – Biology

The final phase of the program review process for the Department of Biology occurred on June 6, 2012. At this time the commendations and recommendations from the external reviewers’ report were discussed. Present at the meeting were: Elizabeth Adams, Senior Director, Undergraduate Studies; Robert Espinoza, Associate Dean, College of Science and Math; Randy Cohen, Chair, Department of Biology; Paul Wilson, Biology Faculty; Dave Wakefield, EPC Representative;
MOU FINALIZED & CARRIED OUT

- MOU Distribution
  - Who sees it?
  - Creating understandings

- Then implement it and review it yearly at a minimum....
STEPS OF PROCESS

- Step 6: Implementation of MOU
  
  - What’s the point?
  - What is to be done with it after program review is done?
PANELISTS

- Dianne Bartlow, Chair of Gender and Women’s Studies
- Evelyn McClave, Chair, Linguistics/TESL
- Jon Stahl, Chair, Cinema and Television Arts
Welcome to CSUN by the Numbers, a data inventory created and maintained by the university's Office of Institutional Research.

The Inventory houses information about key characteristics of CSUN's students, faculty members, and course sections. In an effort to provide both the most up-to-date figures available and the vital context a longitudinal perspective provides, we present Fall term data in five-year intervals, generally beginning in Fall 1993, alongside annual figures for all or part of the current five-year period.

The Inventory's Web pages, which are annually updated during the late Fall, are divided into the seven major groupings shown on the left of the screen. At present, clicking on most brings up the designation "Under construction" to signify that the data in a given grouping are still being assembled.

Within each of the seven major groupings, data are subdivided by student, faculty, or section category (e.g., first time freshmen, current undergraduates, and tenured or tenure track faculty members) and, within each of these, by characteristic (e.g., gender, GPA, employment status, average section size). Where relevant, profiles by College, major, degree program, and/or department are presented.

To begin examining the data, click on the relevant grouping on the left and then continue clicking on appropriate links until the desired figures appear. Individual tables can be viewed online or printed directly from the Web. They can also be copied, wholly or in part, into an Excel file and freely manipulated there. A link to directions for printing or copying to Excel is shown on relevant pages near the bottom of the list that appears on the left side of the screen.

Although the data summarized here should be sufficiently varied to meet most needs, they will not meet everyone's specifications. Requests for additional data or figures that are organized differently should be addressed to Javier Hidalgo. Special requests usually require two to four weeks to assemble.
Q&A AND CLOSING REMARKS


Contact us at:

Website:  http://www.csun.edu/assessment/program_review.html

Or Phone:  818 677 6717

Or Email:

• Eli Bartle, Program Review Coordinator
  ➢ Email:  ebartle@csun.edu

• Khatira Tarvirdian, Graduate Student Assistant
  ➢ Email:  csun.assess.pr@gmail.com

Good luck!