## Program Review Template for the External Review Site Visit and Report

## The following template has been designed to align precisely with the structure of the program self-study and is intended to be filled out directly on the Word document that has been provided.

## Instructions: Please check each box Strongly Agree, Agree, Disagree, or Not applicable (N.A.), as appropriate for each section, using the self-study to make preliminary determinations and using the campus visit to fine-tune your provisional review template, which you will turn in at the end of the exit meeting. In the space following each section, add your specific commendations for the program relevant to that section and your recommendations for improvement.

## We will make a copy of your provisional review template at the end of your campus visit. You will have three weeks to rework your provisional report into a final one, which must be returned by the end of that period to receive your payment and reimbursement. Please send your final report to the Associate Director of Academic Assessment and Program Review, Jennifer Little, at Jennifer.Little@csun.edu.

**I. Program Degree Overview**

**A. Meaning**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| I.A.1 | The program has a clear mission and purpose. |[ ] [ ] [ ] [ ]
| I.A.2 | Program curricula are appropriately sequenced and conform to EO 1071 unit requirements. |[ ] [ ] [ ] [ ]
| I.A.3 | Program curricula align with the program mission. |[ ] [ ] [ ] [ ]
| I.A.4 | Program General Education courses are adequately integrated into the overall curriculum. |[ ] [ ] [ ] [ ]
| I.A.5 | Program curricula and/or mission changes have been made in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**B. Quality**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristic to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| I.B.1 | Program SLOs align with university ILOs and are expressed in the appropriate core courses. |[ ] [ ] [ ] [ ]
| I.B.2 | Program has an adequate and sustainable assessment plan. |[ ] [ ] [ ] [ ]
| I.B.3 | Program assessment reports contain actionable results. |[ ] [ ] [ ] [ ]
| I.B.4 | Program uses assessment results to improve student learning. |[ ] [ ] [ ] [ ]
| I.B.5 | Program assessment changes have been made in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**C. Student Success**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| I.C.1 | Program tracks student success data. |[ ] [ ] [ ] [ ]
| I.C.2 | Program takes action to improve student graduation rates and time-to-degree intervals as recommended in its last Program Review MOU and/or through its own analyses. |[ ] [ ] [ ] [ ]
| I.C.3 | Program addresses opportunity gaps among its major as recommended in its last Program Review MOU and/or through its own data analyses. |[ ] [ ] [ ] [ ]

**Section I. Commendations and Recommendations.**

Discuss program strengths with respect to its overall degree offerings and list any recommendations for improvement below.

**II. Student Support**

**A. Student Advisement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| II.A.1 | Program has adequate student advisement procedures. |[ ] [ ] [ ] [ ]
| II.A.2 | Program and College collaborate on student advisement |[ ] [ ] [ ] [ ]
| II.A.3 | Program measures with respect to student advisement have been adopted in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**B. Student Involvement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| II.B.1 | Program offers opportunities for student research. |[ ] [ ] [ ] [ ]
| II.B.2 | Students make contributions to scholarship in their discipline and/or to local, regional, and global communities. |[ ] [ ] [ ] [ ]
| II.B.3 | Student research and/or community service opportunities have been developed in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**C. Student Community**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| II.C.1 | Program offers students opportunities to form discipline-related clubs and other groups. |[ ] [ ] [ ] [ ]
| II.C.2 | Program offers students internship opportunities. |[ ] [ ] [ ] [ ]
| II.C.3 | Student internship and/or discipline-related group opportunities have been developed in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**Section III. Commendations and Recommendations.**

Discuss program strengths with respect to student support and list any recommendations for improvement below.

**III. Faculty**

**A. Numbers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| III.A.1 | Program tracks numbers of tenured/tenure track faculty. |[ ] [ ] [ ] [ ]
| III.A.2 | Program tracks numbers of lecturer faculty, full and part-time. |[ ] [ ] [ ] [ ]
| III.A.3 | Program tracks numbers of teaching assistants, graduate assistants, and research assistants. |[ ] [ ] [ ] [ ]
| III.A.4 | Program has sufficient full-time tenure/tenure-track faculty to operate effectively. |[ ] [ ] [ ] [ ]
| III.A.5 | Program tenure density is sufficient to sustain its mission. |[ ] [ ] [ ] [ ]
| III.A.6 | Faculty numbers and/or tenure density changes have been made in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**B. Professional Development and Accomplishment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| III.B.1 | Program faculty are professionally active. |[ ] [ ] [ ] [ ]
| III.B.2 | Program faculty receive adequate support for professional activity and development. |[ ] [ ] [ ] [ ]
| III.B.3 | Program RTP expectations are clearly communicated and executed. |[ ] [ ] [ ] [ ]
| III.B.4 | Program measures with respect to faculty professional activity and/or support have been adopted in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**Section III. Commendations and Recommendations.**

Discuss program faculty strengths with respect to faculty professional activity and support and list any recommendations for improvement below.

**IV. Staff**

**A. Numbers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| IV.A.1 | Program tracks staff numbers. |[ ] [ ] [ ] [ ]
| IV.A.2 | Program staff support is adequate for program functioning. |[ ] [ ] [ ] [ ]
| IV.A.3 | Program staff changes have been made in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**B. Professional Development**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristic to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| IV.B.1 | Program staff receive adequate support for professional development. |[ ] [ ] [ ] [ ]
| IV.B.2 | Program changes in staff support for professional development have been made in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**Section IV. Commendations and Recommendations.**

Discuss program strengths with respect to staff numbers and support and list any recommendations for improvement below.

**V. Departmental Cultural Climate**

**A. Departmental Morale**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| V.A.1 | Departmental morale is adequate for program functioning. |[ ] [ ] [ ] [ ]
| V.A.2 | Program measures with regard to departmental morale have been adopted in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**B. Departmental Racial and Cultural Diversity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristic to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| V.B.1 | Program tracks faculty demographics. |[ ] [ ] [ ] [ ]
| V.B.2 | Program tracks student demographics. |[ ] [ ] [ ] [ ]
| V.B.3 | Program strives for faculty diversity in response to recommendations in the last Program Review MOU and/or in response to its own analyses. |[ ] [ ] [ ] [ ]
| V.B.4 | Program strives for student diversity in response to recommendations in the last Program Review MOU and/or in response to its own analyses. |[ ] [ ] [ ] [ ]
| V.B.5 | Curricular measures with regard to cultural competency instruction have been adopted in response to recommendations from the last Program Review MOU and/or in response to its own analyses. |[ ] [ ] [ ] [ ]

**Section V. Commendations and Recommendations.**

Discuss program strengths with respect to morale and diversity and list any recommendations for improvement below.

**VI. Program Governance and Sustainability**

**A. Governance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate. | Strongly Agree | Agree | Disagree | N.A. |
| V.A.1 | Program has an adequate program leadership and governance structure. |[ ] [ ] [ ] [ ]
| V.A.2 | Program faculty are involved in program decision making with regard to program resources. |[ ] [ ] [ ] [ ]
| V.A.3 | Program measures with regard to governance have been adopted in response to recommendations from the last Program Review MOU. |[ ] [ ] [ ] [ ]

**B. Resources**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Self-Study Section | Program characteristics to evaluate | Strongly Agree | Agree | Disagree | N.A. |
| VI.B.1 | Program has adequate library, technology, and spatial resources (including classroom, research and lab space) |[ ] [ ] [ ] [ ]
| VI.B.2 | Program has been affected by university and/or program impaction. |[ ] [ ] [ ] [ ]
| VI.B.3 | Program has developed self-support financial resources through the Tseng College |[ ] [ ] [ ] [ ]
| VI.B.4 | Program has developed extra-mural resources |[ ] [ ] [ ] [ ]
| VI.B.5 | Program engages in interdisciplinary collaborations with other university programs. |[ ] [ ] [ ] [ ]
| VI.B.6 | Program measures with regard to planning and budgeting have been adopted in response to recommendations from the last Program Review MOU and/or through the Program Review Process. |[ ] [ ] [ ] [ ]

**Section VI. Commendations and Recommendations.**

Discuss program strengths with respect to program governance, resources, and financial sustainability and list any recommendations for improvement below.