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**LAUNCH MEETING
PROGRAM REVIEW
2018-2019**

**OFFICE OF ACADEMIC ASSESSMENT AND
PROGRAM REVIEW**

**May
1,
2018**

**11:00pm
-12:30
pm**

AGENDA

Date: May 1, 2018 • Time: 11:00am - 12:30pm • Location: EU 375

11:00am – 11:10am Opening Remarks

11:10am – 11:30am Self-Study Guidelines

11:30am – 12:00pm Institutional Research – Janet Oh

12:00pm – 12:30pm Program Review Procedures &
Guidelines
Focus on The External Review

STEPS OF PROGRAM REVIEW

- Step 1: Launch Meeting
- Step 2: Self Study
- Step 3: External Review
- Step 4: MOU – Creation
- Step 5: MOU Distribution
- Step 6: 3-Year check-in

STEP 2: THE 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?

SECTIONS OF THE SELF-STUDY 1

Program Degree Overview

- A. Meaning
- B. Quality
- C. Student Success

Student Support

- A. Advisement
- B. Student Involvement
- C. Student Community

SECTIONS OF THE SELF-STUDY 2

Faculty

- A. Numbers
- B. Professional Development and Accomplishment
- C. Community Engagement

Staff

- A. Numbers
- B. Professional Development

Department Cultural Climate

- A. Department Morale
- B. Department Racial and Cultural Diversity

SECTIONS OF THE SELF-STUDY 3

- Program Governance and Sustainability
- Appendices

INSTITUTIONAL RESEARCH

- Janet Oh, Director of Institutional Research

STEP 3 EXTERNAL REVIEWER VISIT & REPORT

- Approved List of 6 Potential Reviewers
- Invitation Sent
- Visit to Campus
- New* External Reviewer's Report Guidelines
- Report
- Compensation

Public Sector Management External Review March 8, 2018**REVIEWER: Teresa Wright, CSU Long Beach**

TIME	LOCATION	Please provide place for the external reviewer to work and leave belongings.
7:50am	Parking Kiosk	Meet Lori
8:00 – 8:30 am	UN 220	Vice Provost
8:45 – 9:15 am	UN 215	Tami Abourezk
9:15 – 9:30 am		Walk to Sierra Hall (leave belongings in Jodi's office)
9:30 – 10:00 am	SH 401	Matthew Cahn
10:00 – 11:00 am	SH 181	Faculty
11:00 – 11:45 am	SH 181	Program Chairs – David Leitch, Kathryn Sorrells, David Miller, Karen Morgaine and Rob Kent
11:45 am – 12:00 pm		Walk to EU Bldg (bring belongings to EU Bldg)
12:00 – 1:30 pm	EU 319	LUNCH – Zoom with Students
1:40 – 2:20 pm	EU 319	Lori Campbell and Jodi Brown
2:30 – 3:30 pm	EU 319	Jonathan Clayden – Tseng College Staff
3:45 – 4:30 pm	EU 319	External Reviewer Drafting Time
4:30 – 5:30 pm	EU 319	Exit Meeting

STEPS 4 AND 5 – MOU CREATION AND DISTRIBUTION

- Draft MOU created from External Reviewer's report
- Final MOU discussed until consensus is reached
- Distribution and Archiving

The major purpose of a program review is to ensure the highest quality educational programs. In order to accomplish this purpose, the program review process should foster departmental self-reflection and creative problem solving about curriculum, faculty, students and resources. Upon the completion of the Memorandum of Understanding (MOU), there is a 3-year check-in, where programs are to report back with progress on its implementation and related program activity (from [Program Review Policy and Procedures](#)).

Please fill out the following sections, and return the completed form to the Program Review Coordinator.

Name of College: _____

Name of Dean: _____

Name of Program reporting for 3-year Check-in: _____

Check-In Status:

3-Year Check-In

1. Describe the progress the program is making toward fulfilling the recommendations contained in the program review report.

Date Submitted: _____

<u>Year 3</u>	<ul style="list-style-type: none">• Review MOU at minimum of one faculty meeting.• At end of academic year, Chair meets with Dean to review MOU status.• The Chair or Dean submits a report to the Vice-Provost describing the progress of the recommendations noted on the MOU.
<u>Year 6- Spring Semester</u>	<ul style="list-style-type: none">• Chair decides on faculty member to help write self-study. Chair asks Dean about release time for this faculty member.• Program Review Launch Meeting – Program Review Coordinator invites faculty in programs whose self-study is due in Year 7. All faculty are welcome to attend, however, the following faculty are invited to attend: Chair, Coordinator or Lead; faculty designated to help compile self-study; and assessment liaison.• Chair/Coordinator assembles faculty and assigns review tasks for compiling information for the Self-Study during summer and Year 7, fall semester.

Year 7- Fall Semester

- Program begins self-study in consultation with program faculty, Chair/Coordinator and input from Associate Dean. (See Self-Study Guidelines.)
- Finalize self-study.
- Self-study submitted to Dean for approval. College Academic Council approve self-study, too. The Program Review Coordinator monitors the development and approval of the self-study.
- Self-study is approved.
- Copies of self-study submitted to Program Review Coordinator. The self-study is submitted electronically. It must be signed by the Chair (or program coordinator) and the Dean in order to commence with the scheduling of the External Review Visit.
- Chair compiles a list of six potential external reviewers and forwards to Dean's office for approval.
- Chair submits list to Program Review Coordinator who contacts potential external reviewer(s) and schedules dates for review.

Year 7- Spring Semester

- External Reviewer visit occurs.
 - Three weeks later, the external reviewers' report is submitted to Office of Academic Assessment and Program Review.
 - MOU is drafted by Program Review Coordinator and approved by Vice-Provost and sent to all parties.
 - MOU draft is discussed in a meeting with faculty.
 - Chair and Dean meet at MOU meeting, facilitated by Vice-Provost with other parties in attendance.
 - Final MOU is received by department/program and given 3 weeks to make final edits.
 - Final MOU is signed by the Vice-Provost and sent to the Provost and President.
- *Upon completion of the process, programs have 6 years to implement recommendations contained in the MOU before beginning the cycle once again
- *NOTE: If the self-study is submitted too late to plan the external reviewers' visit and/or the final MOU meeting, the meeting is scheduled during the following semester.

Q&A AND CLOSING REMARKS

Questions? Consultation? Assistance? Examples? Delays?

Contact us at:

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

Or **Phone:** 818 677 6717

Or **Email:**

- Bonnie Paller, Program Review Coordinator
 - Email: bonnie.paller@csun.edu
- Diana Zepeda, Graduate Student Assistant
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Good luck!