LAUNCH MEETING
PROGRAM REVIEW
2018-2019

May 1, 2018
11:00am - 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
<table>
<thead>
<tr>
<th>TIME</th>
<th>LOCATION</th>
<th>Please provide place for the external reviewer to work and leave belongings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50am</td>
<td>Parking Kiosk</td>
<td>Meet Lori</td>
</tr>
<tr>
<td>8:00 – 8:30 am</td>
<td>UN 220</td>
<td>Vice Provost</td>
</tr>
<tr>
<td>8:45 – 9:15 am</td>
<td>UN 215</td>
<td>Tami Abourezk</td>
</tr>
<tr>
<td>9:15 – 9:30 am</td>
<td></td>
<td>Walk to Sierra Hall (leave belongings in Jodi’s office)</td>
</tr>
<tr>
<td>9:30 – 10:00 am</td>
<td>SH 401</td>
<td>Matthew Cahn</td>
</tr>
<tr>
<td>10:00 – 11:00 am</td>
<td>SH 181</td>
<td>Faculty</td>
</tr>
<tr>
<td>11:00 – 11:45 am</td>
<td>SH 181</td>
<td>Program Chairs – David Leitch, Kathryn Sorrells, David Miller, Karen Morgaine and Rob Kent</td>
</tr>
<tr>
<td>11:45 am – 12:00 pm</td>
<td></td>
<td>Walk to EU Bldg (bring belongings to EU Bldg)</td>
</tr>
<tr>
<td>12:00 – 1:30 pm</td>
<td>EU 319</td>
<td>LUNCH – Zoom with Students</td>
</tr>
<tr>
<td>1:40 – 2:20 pm</td>
<td>EU 319</td>
<td>Lori Campbell and Jodi Brown</td>
</tr>
<tr>
<td>2:30 – 3:30 pm</td>
<td>EU 319</td>
<td>Jonathan Clayden – Tseng College Staff</td>
</tr>
<tr>
<td>3:45 – 4:30 pm</td>
<td>EU 319</td>
<td>External Reviewer Drafting Time</td>
</tr>
<tr>
<td>4:30 – 5:30 pm</td>
<td>EU 319</td>
<td>Exit Meeting</td>
</tr>
</tbody>
</table>
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: _________________
| Year 3 | **•** 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. |
| Year 6 - Spring Semester | **•** 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. |
<table>
<thead>
<tr>
<th>Year 7 - Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program begins self-study in consultation with program faculty, Chair/Coordinator and input from Associate Dean. (See Self-Study Guidelines.)</td>
</tr>
<tr>
<td>Finalize self-study.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Self-study approved.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Chair compiles a list of six potential external reviewers and forwards to Dean's office for approval.</td>
</tr>
<tr>
<td>Chair submits list to Program Review Coordinator who contacts potential external reviewer(s) and schedules dates for review.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 7 - Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Reviewer visit occurs.</td>
</tr>
<tr>
<td>Three weeks later, the external reviewers' report is submitted to Office of Academic Assessment and Program Review.</td>
</tr>
<tr>
<td>MOU is drafted by Program Review Coordinator and approved by Vice-Provost and sent to all parties.</td>
</tr>
<tr>
<td>MOU draft is discussed in a meeting with faculty.</td>
</tr>
<tr>
<td>Chair and Dean meet at MOU meeting, facilitated by Vice-Provost with other parties in attendance.</td>
</tr>
<tr>
<td>Final MOU is received by department/program and given 3 weeks to make final edits.</td>
</tr>
<tr>
<td>Final MOU is signed by the Vice-Provost and sent to the Provost and President.</td>
</tr>
</tbody>
</table>

*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


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
  ➢ Email:  program.review@csun.edu

Good luck!