Special Guidelines for Program Review for 2020-2021

All phases of program review, from the composition of the self-study to the approval of the Final MOU, will continue during AY2020-2021, but with procedural modifications to align the process with the CSU's policy to reduce person-to-person contact as much as possible, as well as in accordance with the best information and guidance available from federal, state and local officials, for the duration of the COVID-19 pandemic.

For details on the various phases of the program review process as such, please visit the Office of Academic Assessment and Program Review website at <https://www.csun.edu/assessment-and-program-review/program-review/guides-resources>. For details on the modifications to the process in light of the pandemic, please review the following measures designed to replace face-to-face meetings with video- or tele-conference calls:

1. Preparation of the Self-Study, including faculty discussion and textual composition, will take place virtually (including such resources as Zoom, CSUN Box, Skype, Facetime, email, etc.). Submission of the self-study to the Dean for approval will occur electronically.
2. The External Review will be conducted remotely, with the designated reviewer meeting with relevant administrators, students, faculty, and staff via video- or tele-conference calls. The program review coordinator will work with the program and with the administration to identify a mutually convenient date for what will be a one-day external review. The Exit Meeting, during which the external reviewer presents initial commendations and recommendations, will take place via Zoom or other tele-conferencing software.
3. The Final MOU meeting will take place via Zoom or other tele-conferencing software.