

ADMINISTRATIVE PROGRAM REVIEW

Orientation for xxxx-yyyy Cohort

Website

The screenshot displays a web browser window with the URL `sites.jcu.edu/assessment/sample-page/academic-program-review-2/`. The page header features the John Carroll University logo and the tagline "Educating for leadership and service in the Jesuit tradition". A navigation menu includes links for ABOUT, ADMISSION, ACADEMICS, STUDENT LIFE, ATHLETICS, and ALUMNI. The main content area is titled "Assessment" and is managed by the Provost and Academic Vice President. A sidebar on the left lists various assessment-related links, with "Academic Program Review" selected. The main content area is titled "Academic Program Review" and contains a list of links under several categories: Information Guide, Online Supplement to the Information Guide, Standard Data Package, and Orientation Handouts. A "Contact Us" box on the right provides contact information for Todd Bruce, Ph.D., Director of Assessment.

John Carroll UNIVERSITY
Educating for leadership and service in the Jesuit tradition

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ABOUT ADMISSION ACADEMICS STUDENT LIFE ATHLETICS ALUMNI

Provost and Academic Vice President
Assessment

Academic Program Review
Student Learning Assessment
Learning Goals
Resources
Academic Affairs Assessment Committee
Office of Institutional Effectiveness
Office of the Provost and Academic Vice President

Academic Program Review

- + Information Guide
- + Online Supplement to the Information Guide
 - + Review Cycles
 - + Schedule of Programs within Previous Cycle
 - + **Schedule of Programs within Current Cycle**
 - + Schedule of Programs within Next Cycle
- + Standard Data Package
 - + Self-Study Report Guidelines
 - + Self-Study Report Guidelines for College of Arts and Sciences Departments
 - + Self-Study Report Guidelines for College of Arts and Sciences Interdisciplinary Programs
 - + Self-Study Report Guidelines for Boler School of Business Majors
 - + Self-Study Report Guidelines for Department of Education and School Psychology
- + Orientation Handouts
 - + Handout for Fall 2015 Cohort
 - + Handout for Spring 2016 Cohort

Contact Us
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1:29 PM
6/22/2015

Overview

- Staff-centered process of systemic self-examination to sustain and improve educational effectiveness
- Five year cycle
- Begins sem xxxx, concludes sem yyyy

- Structured yet flexible

Timeline (Fall Programs)

- Spring xxxx
 - Reviewer Decision
 - Data Collection, Analysis, and Reporting
 - Self-Study Drafted (due 3rd week of Sept to Dean)
- Fall xxxx
 - Reviewers Visit Campus / UCAP Meeting
- Spring yyyy
 - Administrative Response and Action Plan

Timeline (Spring Programs)

- Summer and Fall xxxx
 - ▣ Reviewer Decision
 - ▣ Data Collection, Analysis, and Reporting
 - ▣ Self-Study Drafted (due 3rd week of Sept to Dean)
- Spring xxxx
 - ▣ Reviewers Visit Campus / UCAP Meeting
- Summer and Fall yyyy
 - ▣ Administrative Response and Action Plan

Selecting the Review Team (timeline)

- One or Two External Reviewers
 - ▣ Provide objectivity and vision
 - Not at JCU, not close friends or colleagues
 - Faculty with expertise in the same field/area
 - ▣ Selected by Admin from list provided by dept./prog.
- One Optional Internal Reviewer
 - ▣ Provides Institutional Context
 - At JCU, not in department or program
 - ▣ Approved by Admin

Self-Study Process Details

- Gather Information (Timeline)
- Begin Drafting (Timeline)
- Document Completed (by DATE)
 - ▣ Final Sections Require Consensus
- Admin Review (suggested revisions)
- Sent to Reviewers

- Visit completed by DEADLINE

Information Required

- Official Documents (mission, vision, assessment plan, curriculum map, manuals, handbooks, procedures, etc., *Bulletin*)
- Up-to-date CVs/resumes and information about student achievements
- Evaluation/assessment data and reports
- Metrics

Self-Study Document Details

- Body text limited to 25 single-spaced pages
- Appendices have no page limits

- Be brief
- Be judicious
- Provide evidence
- State disagreements explicitly

- Must include all full-time staff; may also involve faculty, staff, students or alumni

Self-Study Body Sections

- Mission
- Staff
- Structure and Services
- Student Learning and Success
- University Support and Resources
- Program Evaluation
- Comparisons
 - ▣ Competitors
 - ▣ Best Practices
 - ▣ Unique
- Conclusion
 - ▣ Strengths/Weaknesses
 - ▣ Action Plan
 - Vision
 - Can Do
 - Want to Do (\$)
- Discussion Questions

Self-Study Appendices

- Program documents
- Staff position descriptions
- Staff achievements
- Assessment Plan
- Evaluations and assessment reports
- Any other documents that might be useful to the reviewers
- Supporting evidence, tables, charts, etc.

After the Study

- Admin suggests revisions
- Document sent to Review Team/UCAP
- Review Team visits / UCAP meeting
- Review Team/UCAP sends report to unit
- Unit responds
- Meeting with Admin
- Revise and implement Action Plan