

Program Review Portfolio Overview

Program Review Portfolio Components

Loma Linda University is preparing for our WASC Capacity and Preparatory Review visit on October 8-10, 2008. As we get ready for this important initial visit, many things need to be done. One of them is to have each program develop its own Review Portfolio that includes the following components:

- Learning Outcomes
- Curriculum Map
- Assessment Matrix
- Systematic Program Review Worksheet with supporting documents

There will be at least one video podcast developed for each of the above items.

Learning Outcomes

This is the first step in a multi-step process that will help to strengthen programs, or it will clearly demonstrate that programs are already exemplary. Program outcomes should be shared with students and potential students so they know what they will learn in the program.

Learning Outcome: Knowledge, skill, attitudes, values, etc., that students should be able to demonstrate by the end of the program. ~*Gloria Rogers*

Curriculum Map

Developing curriculum maps is the second step in creating a program review portfolio. Curriculum maps “identify the courses in the curriculum where the learning outcomes are developed.”¹

Analyzing the map allows faculty to “take action on courses or outcomes without a match.”² For example, if you find a course that doesn’t address a single program outcome, then one of the following actions is indicated:

- The course should be redesigned to include at least one outcome, or
- Develop a new outcome that is necessary and is addressed in the course, or
- Eliminate the course.

Conversely, if you find an outcome that is not addressed in an existing course one of the following actions should be taken:

- The outcome should be added to a current course, or
- A new course should be developed that would address the orphan outcome, or
- The outcome should be re-examined to see if it should be eliminated.

Curriculum maps ensure that program outcomes are implemented throughout the courses in the program.

¹ Indiana University Kokomo - <http://www.iuk.edu/~koctla/assessment/curriculummap.shtml>

² Ibid

Assessment Matrix

Developing an assessment matrix helps programs to “match the learning outcomes of a course of study to the assessments, ensuring that all learning outcomes are being assessed and that students are exposed to a variety of assessment methods which enable them to demonstrate their learning in different ways.”³ Implementing the assessment matrix will give faculty data with which to analyze the effectiveness of their program outcomes and to make program adjustments when needed.

Systematic Program Review

The final step in developing the Program Capacity Review Portfolio is to complete the Program Review Worksheet. “The WASC Standards are the framework of evaluation used by the LLU Program Review Committee, the WASC Proposal Review Committee, WASC evaluation team, and the WASC Commission. WASC Standards and CFRs (Criteria for Review) are applied within each institution’s mission and context.”⁴ Many of the CFRs come with helpful guidelines.

Putting It All Together at the School

Each program will compile their program outcomes along with performance indicators, curriculum map, assessment matrix, and the completed Program Review Worksheet with supporting documents together into a portfolio. The schools will then gather together all of their Program Review Portfolios as the initial step in developing their own School Review Portfolio.

The School Review Portfolios need to be submitted to the Office of Assessment and Institutional Learning by May 16, 2008. The Office of Assessment and Institutional Learning will then take all of the Schools’ Review Portfolios to develop a full University Capacity Review Portfolio. This completed University Review Portfolio with its supporting documents, analyses, and reflections must be received at WASC by July 1, 2008.

WASC and Assessment Support

The university is determined to help all programs and schools to have a successful WASC experience; the Office of Assessment and Institutional Learning and the WASC Steering Committee are here to support you with how-to video podcasts and other resources for each of these steps. This process will help us to become a true learning organization.

Office of Assessment & Institutional Learning

Call: ext. 15042

Email: assessment@llu.edu

³ The Higher Education Academy: UK Centre for Legal Education - <http://www.ukcle.ac.uk/resources/assessment/guide/matrix.html>

⁴ WASC Program Review Sheet