2014-2015 Program Review Cycle

Fact Sheet

1. **Who is involved:** 30+ LLU WASC-only programs.
2. **Why this is important:** The program review cycle will generate essential data for continuous program improvement and for generating the 2015 WASC Interim Accreditation Report.
3. **Beginning date:** Each program will schedule its own date to start the review process. Start date should be no later than July 1, 2014. Please notify the Office of Educational Effectiveness when you start (contact information below).
4. **End date:** All program reviews should be completed by January 31, 2015.
5. **Major steps of program review process:**
    a. Self-study
    b. External Review
    c. Action Plan
6. **What is new:**
    a. Ownership of the Program Review activity is transferred to the schools and programs.
    b. The Assessment Management System (AMS) has been greatly improved and designed to support the preparation of the Self-study Report.
    c. The Program Review Guide has been simplified.
    d. Action Plan items can be assigned to one or more of the following levels: program, department, school, and university (FGS, Research Affairs, etc.).
    e. Emphasis on "closing the loop": response from university and schools to programs.
7. **Role of the Dean:**
    a. Provide leadership and resources for successful completion of the program review process.
    b. Approve, invite and host external reviewers.
    c. Work with academic deans and program directors in development of the Action Plan.
    d. Submit electronically an approved copy of the Action Plan to the Office of Educational Effectiveness.
    e. Ensure regular follow-up to elements in the Action Plan, which is now the Annual Program Report.
8. **Role of the Academic Dean/Department Chair:**
    a. Provide leadership and support to the program directors and the Self-study Committee.
    b. Work with program directors and the Self-study Committee in development of the Self-study Report and the Action Plan.
    c. Report progress of the program review activities to the Dean.
9. **Role of the Program Director:**
    a. Consult with the Academic Dean and Department Chair to appoint Chair and members of the Self-study Committee.
    b. Work with faculty to conduct a self-study and prepare the Self-study Report.
    c. Submit an electronic copy of the Self-study Report to the Office of Educational Effectiveness.
    d. Assist the External Review Team during their site visit.
    e. Submit an electronic copy of the External Review Report to the Dean and Office of Educational Effectiveness.
    f. Work with faculty and deans to develop and approve the Action Plan.
    g. Enter the Action Plan Summary into the AMS.
    h. Provide progress reports of the Action Plan in the Annual Program Report due the end of every October.
10. **Role of the Program Review Committee, School Assessment Specialists, and the Office of Educational Effectiveness:**
    a. Provide the current LLU Program Review Guide.
    b. Provide consultation service to program directors and the School Assessment Specialists.
    c. Facilitate communication between schools, programs and university officers.
    d. Monitor progress of the program review process.
11. **Role of the Provost and the Office of Educational Effectiveness:**
    a. Develop and facilitate inter-school sharing of review findings, results, and recommendations.
    b. Provide administrative support for program review.
    c. Receive university level of Action Plan items.
12. **Resources:**
    a. Office of Educational Effectiveness: ext. 15042; assessment@llu.edu
    b. Program Review website: http://www.llu.edu/central/assessment/programreview.page
    c. Assessment Management System: http://myllu.llu.edu/assessment