Program Review

Identify Purpose & Standards

Consider:

- Technical/specialized knowledge
- Existing division or institution-wide processes
- Breadth versus depth of standards

Assemble & Educate Team

- Conduct training
  - Establish ground rules
  - Review standards and guidelines, discuss meaning
  - Establish team's inter-rater reliability
  - Encourage team discussion

Collect & Organize Evidence

- Gather evidence and data
- Team rates each criterion and gathers consensus

Conduct Evaluation

- Consider the learning and communication styles present in your team
- Determine how committee members will share work load or if the responsibility rests with the chair

Develop an Action Plan

- Identify strengths and weaknesses
- Make recommendations for next steps
- Articulate recommendations, resources, timeframe, and responsible individuals

Report Findings

- Explain mission, purpose, and philosophy of program
- Summarize the available data
- Recommend specific action plans
  - Include resources needed, dates for completions & identify responsible persons

Close the Loop

- Special actions for program enhancement are recommended
- Action plan is communicated
- Special actions are aligned with strategic plans
- Go through channels to request resources needed
- Thank members of the team(s)