

The Program Review Process

- Step 1: Starts as soon as the Previous Program Review has been accepted.
- Begin or continue implementing the assessment of courses and programs.
 - Gather the data from those assessments and analyze that data
 - Revise the assessment instruments as necessary
 - Use the assessment findings to improve the program and the course instruction.
 - Keep records of changes made
 - Use the previous program review as a vehicle to secure program goals and objectives
 - Budget cycles
 - Degree proposals
 - etc.
- Step 2: Continue this process for 4 more years
- Step 3: Prepare the new Program Review
- Review the previous program review
 - Document changes in the prior 5 years
 - Bring together the assessment data and records of changes from the past 5 years
 - Gather current data on the program from institutional research
 - Draft and revise the new Program Review
 - Submit the Program Review to the Department Chair
- Step 4: Department Chair studies the program review and:
- Sends it back for additional revision and polishing
 - Forwards it on to the Associate Dean who does the same
- Step 5: Internal Program Review Evaluator team is appointed and evaluates the document
- Step 6: External Program Reviewer is contracted and evaluates the document
- Step 7: Results of the reviewers are tabulated and a document is prepared showing
- A: The program's rating (Outstanding, Commendable, Acceptable, Marginal, Probationary)
 - B. The program's strengths
 - C. The program's weaknesses
- Step 8: The reviewers findings are submitted to the Academic Council for approval
- Step 9: The reviewers findings are submitted to the College Council for approval

- Step 10: The reviewers findings are submitted to the Board of Trustees for approval
- Step 11: The reviewers findings are revised to fit Regent requirements
- Step 12: The refitted reviewers findings are submitted to USHE Commissioner's Office.
- Step 13: The Commissioner's Staff compresses the findings into a Board of Regent's report
- Step 14: The findings are presented to the Board of Regents committee on Academics for review and discussion as an information item.