

Point Loma Nazarene University Program Review Process

STEP 1 – Preparation for Program Review

- Review the previous program review action plan and recommendations to assess where the department is in relation to what it intended to accomplish
- Receive and review data packet from the Office of Institutional Research
- Meet with the Director of Institutional Effectiveness to review prior years of assessment
- Meet with the Program Review Committee for an orientation to the program review guidelines and self study template
- Program Review Committee mentor will be assigned to assist the academic unit
- Submit a proposed program review budget
- Submit a proposed schedule for program review based on the suggested two-year timeline for most academic units (except those with specialized accreditation)

Step 2 – Program Review Self Study

- Design a self study plan including lines of inquiry based on prior years of assessments
- Self study begins following the self-study template
- Recommendation is sent to the Program Review Committee proposing a list of potential members for an External Review Team (including curriculum vitae, budget and rationale)
- Submit self study with a draft action plan to the Program Review Committee
- Self study with draft action plan is provided to the External Review Team

Step 3 – External Review Team Visit

- External Review Team visits
- External Review Team reports on its findings and recommendations
- Self study and action plan are revised based on External Review Team recommendations (the academic unit is invited to comment on those recommendations not incorporated in the revised action plan and on any factual errors made by the Team)

Step 4 – Program Review Committee Findings and Recommendation Report

- Program Review Committee writes a draft of the Findings and Recommendations Report for academic unit's review and comments
- Program Review Committee submits revised Findings and Recommendations Report to the Provost

Step 5 – Memorandum of Understanding

- Provost and Program Review mentor meet with the academic unit to review the recommendations, draft a Memorandum of Understanding (MOU), and discuss the Program Review process
- Provost works with the Administrative Cabinet to address any resource implications
- Provost and academic unit sign a final action plan that contains the MOU for resource allocation, timeline, and program improvement requirements

Step 6 – Program Review Implementation and Follow-up

- Academic unit provides 1-page Executive Summary to the Academic Council
- Academic unit develops APC/ GSC proposals for academic and program revisions
- Academic unit faculty provide feedback to the PR Committee on the Program Review process

September 26, 2012