

**Western Illinois University**

**Academic Program Reviews: 2022 2023**

**Introduction, Purpose, and Guiding Principles**

## **Delineation of Responsibilities**

**Academic Vice President:**

## Program Review Self-Study Report Guidelines

- Ø **January 1:** Department submits preliminary self-study to Dean (to be submitted with executive summary—see page 6)
- Ø **February 1:** Dean submits preliminary self study to Associate Provost for Undergraduate and Graduate Studies and Strategic Planning (to be submitted with executive summary—see page 6)
  
- Ø **April/May:** Department submits final self-study (electronically in Microsoft Word) to Dean (to be submitted with IBHE review summary—see page 6)
- Ø **June 5:** Dean submits (electronically in Microsoft Word) to Associate Provost for Undergraduate and Graduate Studies and Strategic Planning (to be submitted with IBHE review summary—see page 6)

While the individual departments and colleges are responsible for developing their own review procedures, it is expected that the review process will minimally include a departmental/program self-study, which is both descriptive and evaluative. **Programs offering courses and/or degrees in the Quad Cities should include relevant information in all areas of the self-study where applicable.**

- 1.
- 1.

Elements of the self-study should include, but are not limited to, the following:

### Section I: Description and Analysis of the Program

- 1.

3. Relevant contextual information
  - a. Description and evaluation of major changes in the program
  - b. Description and evaluation of changes in the discipline or field
  - c. Student demand
  - d. Societal need
  - e. National trends in recruiting faculty
  - f. Other elements appropriate to the field
  
4. Curriculum of degree program being reviewed
  - a. Rationale for curriculum (major/minor, general education, service courses)
  - b. Desired student learning outcomes
  - c. Coherence and overall design of curriculum and course offerings
  - d. Methods of course delivery, including improvements in technological innovation and comprehensive data systems
  - e. Measures used for assessment of student learning and assessment results (include department/program assessment plan)
  - f. Co-curricular and out-of-classroom academic experiences
  - g. Measures of curricular effectiveness (student/employer satisfaction, results of national certification tests, placement results, etc.)
  - h. Process for curriculum revision
  - i. Other
  
5. Faculty of degree program being reviewed
  - a. Profile of faculty
  - b. Method of faculty evaluation (department criteria)
  - c. Indicators of faculty quality inherent to the discipline/field of study
  - d. National reputation of the program faculty
  - e. Scholarly/creative activities of program faculty
  - f. Faculty development opportunities
  - g. Other
  
6. Quality measures for the program
  - a. Indicators of quality in the discipline/field and justification for these as the best measures of quality
  - b. Peer comparisons for each of these measures from established University benchmark institutions or other appropriate institutions based on specific programmatic uniqueness.
  - c. Other

## **Section II: Response to previous program review recommendations**

1. Actions taken addressing the previous program review recommendations

### **Section III: Major Findings**

1. Strengths identified from the review process
2. Weaknesses identified from the review process
3. Evidence of students meeting desired learning outcomes

### **Section IV: Recommendations and action plans**

1. Recommendations identified from the review process
2. Initiatives and action plans for the program for the next three to five years to meet recommendations

**A. Executive Summary Format (to be submitted with preliminary self-study)**

- Ø **January 1:** Department submits to Dean
- Ø **February 1:** Dean submits to Associate Provost for Undergraduate and Graduate Studies and Strategic Planning

By January 1, the department will submit the preliminary self-study and an Executive Summary to its dean. The Executive Summary should consist entirely of concise statements in bullet form describing items that have been identified in the preliminary self-study:

1. **Program Strengths**
2. **Potential Concerns and Remedies**

**B. IBHE Review Summary Format (to be submitted with final self-study)**

- Ø **April/May:** Department submits (electronically in Microsoft Word) to Dean
- Ø **June 5:** Dean submits (electronically in Microsoft Word) to Associate Provost for Undergraduate and Graduate Studies and Strategic Planning

By April/May (date to be determined by the Dean), the department will submit the final self-study and the IBHE Review Summary to its Dean. The IBHE Review Summary template is available at <http://wiu.edu/provost/apr.php>; this report should consist entirely of concise statements in bullet form describing:

