

Program Review

Reviewer Guide

As part of the work of the Program Review Committee we will utilize the following Reviewer Guide as we work to identify and discuss the factors that impact the various aspects of each unit. In discussing and presenting factors that support the effectiveness and efficiency of the unit, it is our intention that using this approach will help foster a collaborative, holistic review that will support the formative program review process and result in unit-initiated program improvements. The goal is to provide meaningful information for each of the categories contained in the Program Review template (e.g., “Goals and Prospects”, “Teaching and Learning”, etc) to inform future planning for continuous improvement. Coupled with the detailed responses from the units, we believe that utilizing this Guide will help us to frame our narrative responses to the information provided by the units, Chairs/Directors, Deans, etc. Consistent with the formative process, our reviews will be formulated as observations addressing strengths, challenges, opportunities and areas of concern; there will be no quantitative scoring.

Review Matrix

	Strengths/Opportunities	Challenges/Concerns
INTERNAL (within the unit)	Strengths <ul style="list-style-type: none">● What does the program do well?● What are the program’s advantages?● What could the program boast about its operation?● Other key points/comments?	Challenges <ul style="list-style-type: none">● What can be improved?<ul style="list-style-type: none">○ What could be done more effectively and efficiently in the program?○ What is the program not doing that it could be doing?● Other key points/comments?
EXTERNAL (outside the unit)	Opportunities <ul style="list-style-type: none">● What are the opportunities facing the program?● What are some current trends that could have a positive impact on the program?● What do others see as the program’s strengths?● Other key points/comments?	Concerns <ul style="list-style-type: none">● What obstacles does the program face?● How are changing resources, technology, or externally required specifications affecting the program’s ability to provide services?● What are some current trends that could have a negative impact on the program?● Other key points/comments?