

Producing the Seven-Year Program Review Report (Year 7)

1. Producing the Seven-Year Program Review Report

Your program review should be the collective work of all faculty in your department, including long-term adjuncts. So use this self-study as an opportunity to reflect collectively and collegially over a period of time on what your assessment data suggests about your program's strengths, challenges, and opportunities.

To this end, the Dean of Curriculum and Educational Effectiveness provides modest grants for departmental retreats in order to discuss the report and maybe even write parts of it. Departments will be given a small stipend to cover their retreat expenses (meal, rental cost, etc.), which they can use at their discretion. The PRC recommends that the department take at least two one-day retreats: one mid-way through Year 6 to discuss progress on the Seven-Year Program Review Report, responsibilities, and perhaps even to do some of the writing; and one in the Spring of Year 1 as the department begins to formulate its Key Questions for the next seven-year cycle. In order to be reimbursed, the department needs to provide: a) the meeting agenda, b) notes on decisions made, and c) filled-in boxes relevant to the program review retreats in the [Multi-Year Assessment Plan](#). If the department would like to have funding for more than two retreats within a seven-year cycle, the chair must submit a request to the Dean and provide the rationale and agenda for the third retreat.

If the department submits an incomplete report, it will be returned to be completed before an External Reviewer's site visit.

2. Report Outline

There are four major sections to the Seven-Year Program Review Report:

- A. Introduction** (1-2 pages).
- B. Student Assessment & Program Review** (10-15 pages). Report what your department did and what you learned over the past seven years relative to the Institutional Learning Outcomes, your Program Learning Outcomes, and your Key Questions (*See Report Section B on Student Assessment & Program Review*).
- C. Conclusions and Vision for the Future** (3-4 pages). This section should include items the department would like to bring to the attention of the Academic Senate including requests for significant changes to program or staffing. We would also like to hear what your department has learned from assessment work and program review, particularly as it pertains to ILOs and to your department's Mission Statement, PLOs, and Key Questions. As a result, what changes have you made or will you be pursuing? Specifically, how have you sought or how will you seek to enhance student learning relative to the college's ILOs and to your department's PLOs? What Key Questions do you wish to explore during the next seven-year cycle? (*See Report Section C on reporting your conclusions.*)
- D. Appendices.** *See Report Section D on required and optional appendices.*

