

Frequently Asked Questions – Program Review

Q: For whom is this workshop designed?

A. This retreat is designed for those seeking to incorporate evidence-based decision-making or outcomes-based assessment into their program review process. It will address the roles of faculty, program review coordinators and senior administrators responsible for program review at senior colleges and universities. Institutional representatives are encouraged to bring copies of their program review guidelines. This workshop is designed for 4 year colleges and universities; it is not recommended for 2 year institutions.

Q. How many people does it take to make a "team"? Are two enough?

A. Yes, two or more people qualify as a "team." We encourage you to send key stakeholders necessary to implement your program review project, such as faculty, administrative coordinator for program review and senior administrator, as appropriate to your institution.

Q. Can an individual come NOT as part of a team?

A. Yes. You will have an opportunity to work with participants from other institutions.

Q. What can I expect to gain from this workshop?

A. Based on the knowledge you acquire in the workshop and accompanying activities, you will walk away with a concrete plan for implementing or strengthening your program review process.

Q. What information should be included in the project description (e.g., issue we need to address or topic to advance) we submit in advance? *After registering, you will receive a link to the online submission form.*

A. Your project sheet should address the following:

i. Describe the effectiveness of your current program review (PR) process. Explain how well data derived from the process inform decisions. Explain how resource re-allocation and planning efforts are linked to your program process.

ii. If relevant, describe how your current PR process incorporates assessment of student learning and evidence-based decision-making.

iii. In which areas of implementation or design of your program review process would your team like guidance?

iv. Who are your team members? Please list team members who will attend the retreat, including position titles, roles in the program review process, and the rationale for team selection.

Q. What do I bring to this workshop to help develop our implementation plan?

A. Bring a copy of your institution's program review guidelines (including the PR process and self-study requirements) and assessment of student learning documents (reporting templates/guidelines, sample report). Bring any other pertinent documents that reflect the challenges you may be experiencing with design and implementation or any areas that you desire to advance.

Q. Can this workshop be applied to administrative and academic program review, including student affairs?

A. Yes.

Q. What is the schedule for each day of the seminar?

A. The schedule is as follows: Thursday, 9:00 am – 6:00pm; Friday, 7:00 am – 4:00 pm

Q. What meals are included in the registration fees?

A. The following meals will be provided: lunch on Thursday; breakfast and lunch on Friday. Beverages and snacks will be available during breaks. Attendees will be on their own for all other meals.