

Indiana University South Bend Procedures for Program Review

The following Indiana University South Bend program review procedures are derived from the *Indiana University Procedures for Program Reviews* established by action of the University Faculty Council, April 13, 1993, and from *Program Review and Educational Quality in the Major*, Association of American Colleges, 1992.

1. IUSB will implement a campus-based system of periodic program reviews of individual academic units not subject to regular accrediting and professional organizational review.
2. Program reviews are to be conducted every five to seven years.
3. Program reviews will be conducted by the Dean or Program Director in cooperation with the Office of the Vice Chancellor for Academic Affairs.
4. Program reviews will make use of outside peer evaluators who are mutually agreeable to the Faculty of the unit, the Dean or Program Director and the Office of the Vice Chancellor for Academic Affairs.
5. The program review is based on the unit's self-study prepared by the faculty of the unit under review. The self-study should include
 - the unit's mission statement
 - a statement of goals to be used by the appointing officer in charging the outside reviewer
 - a summary of findings from the third year assessment reviews, previous program reviews and supporting information such as course syllabi, final examinations
 - description of changes in the program since the last review and of changes that are a result of the assessment reviews
 - evidence of the extent to which goals are being met
 - identification of critical problems facing the program
 - short and long-range plans and recommendations.

Questions such as the following should be addressed in the self study:

- Are the teaching, research and service activities of the faculty consistent with the unit's mission?
- What are the students learning? Is the curriculum of the unit consistent with the unit's mission?
- Does the curriculum reflect practices of the field, liberal learning and the needs and lives of its students?
- Is academic advising valued and effective?

- Does the unit have goals to encourage inclusion and success for a diverse range of students?
 - Does the unit receive adequate administrative support?
 - Is the unit better than, the same as, or worse than it was five (seven) years ago?
 - What changes are needed in the next five (seven) years?
6. The unit under review and the outside reviewer(s) will receive support services to conduct the review from the Office of the Vice Chancellor of Academic Affairs. Financial costs of the review are the responsibility of the unit with ancillary support from the Office of the Vice Chancellor for Academic Affairs.
7. The external reviewer(s) will submit a report of findings in a timely manner to the Dean or Program Director and the Office of the Vice Chancellor for Academic Affairs.
- 8.. Following receipt of the external review report, the unit under review will prepare a written response and will meet with the Vice Chancellor for Academic Affairs to discuss the findings. The response should address the following questions:
- Are unit goals appropriate?
 - How well is the unit achieving the goals?
 - What changes should be made in light of the review findings and how will these changes be implemented?
 - What resources will be necessary to mediate deficiencies and achieve short- and long-range goals?