

# ***Program Review Procedures***

*Revised... October 2007*



## *Program Review Procedures*

### *1 Notification of the Review by the Office of Planning and Institutional Performance*

Once the Office of Planning and Institutional Performance develops a master schedule for reviews of all FGCU programs, individual programs may request a specific review schedule to precede or coincide with other reviews – for example, from their professional accrediting body, or from the state, based on this overall schedule. The Office of Planning and Institutional Performance will provide notification of program reviews, based upon the master schedule, one year in advance.

### *2 Appointment of Program Review Committee*

Once the review is scheduled, a program should establish a Program Review Committee (PRC) that would be chaired by the Dean or a designated program representative who reports to the Dean. Each college is responsible for ensuring that a PRC have membership that is representative of the program faculty. The committee's first duty will be to coordinate the schedule for producing the final report with the schedule of any external reviewer. This committee will also liaise with the Program Review Team (PRT), informing them of schedules set for the review, and progress made towards completing it. The PRT will be consulted by the committee when the external reviewer is to be engaged, and will also be informed at that time whether there will be a site visit or a 'Paper Review'.

### *3 Selection and briefing of the external reviewer*

Through the program review committee, program leadership in consultation with the College dean, will begin the process of engaging a consultant for External Review by nominating candidates and submitting their vitae to the Program Review Team for consideration. They will do this at least twelve months before the final program review report is due.

The PRC will prepare a 'charge' for the consultant based on models provided by the Office of Planning and Institutional Performance (OPIP). The Program Review Team, the program review committee and OPIP will then agree upon the consultant to be used, after which OPIP will prepare contracts for the consultant. The program leadership will contact the consultant and after securing an agreement, will provide materials on the program and any other

information needed for the conduct of the external review. If a site visit is planned the schedule for the site visit will be discussed with the external reviewer, and then finalized.

#### *4 Program Orientation*

The Office of Planning and Institutional Performance will arrange an orientation for the program describing the process, materials, and outputs expected from the review and will provide program faculty with the latest version of the *Guidelines* for preparing the final program review report <<http://www.fgcu.edu/planning/review/Process/PRGuidelines.pdf>>.

#### *5 The Internal Self-Study*

At FGCU Academic Program Review will take place in two stages: 1) an internal self study stage; and 2) the external review and reporting stage. The process will begin with the preparation of an internal self-study. This takes place at the program level, is directed by the program review committee, and will involve all program faculty. The internal self-study will be prepared using the outline and suggestions provided in the FGCU Program Review Guidelines <<http://www.fgcu.edu/planning/review/Process/PRGuidelines.pdf>>.

The self-study and any supporting documentation needed should be completed and available to the committee and to the external reviewers at least *two months* before any scheduled site visit, or at least *three months* before the final report from an external 'paper review' is due.

#### *6 College Review*

Appropriate deans of the colleges (including the graduate dean in the case of graduate programs) will work with the program leadership in the preparation of the *internal self-study*. The appropriate Dean(s) will prepare formal comments and possible recommendations for revision of the document that will be shared with the program leadership and the PRT prior to submission of the final version of the self-study report. The PRT will provide oversight of the report as appropriate. The dean will sign off on the final draft of the self-study before it is submitted to the Office of Planning and Institutional Performance.

### *7 Site Visit and External Reviewer's Report*

Stage Two of Program Review at FGCU includes a review of the internal self-study by the external reviewer. This may incorporate a site-visit during which the external reviewer conducts interviews with faculty, administrators, students and staff associated with the program. With the assistance of the Office of Planning and Institutional Performance and the program staff, the program review committee will arrange for any planned site visits.

Alternatively this external review may take the form of a 'Paper Review' where there is no site visit, but materials, including the internal self-study, are made available to the external reviewer. In either instance the external reviewer is expected to provide a written report of findings. This report should follow the outline of the internal self-study, should comment specifically on program strengths and weaknesses, and should provide recommendations for improvement. It should address each item on the outline, and be approximately 12 to 15 pages in length including a two page executive summary.

At the conclusion of the site visit or after receiving all program materials, the external reviewer will have four weeks to provide a draft report to the university. The final external reviewer's report is due after eight weeks.

### *8 Final Report with Recommendations*

The external reviewer's final written report on the program, and on the site visit if there is one, will together with the internal self-study constitute the final program review report. Programs will have some twelve (12) to fifteen (15) months - from the beginning of the review process to its completion - to submit the final program review report to the Office of Planning and Institutional Performance. The amount of time available will vary slightly depending on the scheduled submission date

The Office of Planning and Institutional Performance will then submit the final report to the Provost and to the Board of Governors - State University System of Florida. The PRT will review the report of the external reviewer and make recommendations on the adequacy of the report for program review.

#### *9 Agreements for Future Program Development in Response to Recommendations*

After reviewing the external reviewer's final report and comments, the Provost will meet with program representatives and the deans to determine future action in response to the recommendations. The PRT will also provide comments/recommendations in addition to those of the external reviewer as appropriate.

#### *10 Follow Up to Recommendations*

If agreements require action that is extended or ongoing, a follow-up session will be arranged within eighteen months.

#### *11 Use of Program Review*

These results will be reported to the President, the FGCU Board of Trustees and deans' council, and the program leadership, and will be made available to all university bodies involved in planning, assessment, budgeting and public relations processes. Each college must include in its annual report to the President/Provost incremental progress reports on each of the recommendations made in the program review reports, for each of its programs.

#### *12 Permanent Record*

The Office of Planning and Institutional Performance will keep a permanent record of the program review report and agreements, and will assist colleges in making and reporting on recommended changes.

