

Western Illinois University

Academic Program Reviews: 2021 2022

Delineation of Responsibilities

Academic Vice President: The University has an established program review schedule, which can be viewed at www.wiu.edu/provost/aprschd.php. The program review process is initiated by the Associate Provost for Undergraduate and Graduate Studies according to the University program review schedule. Guidelines for the academic program review process will be distributed to departments with programs under review. While general guidelines for the review process are established by the Academic Vice President, departments and colleges are encouraged to structure the review process to meet their individual needs.

Summary information obtained from program reviews will be used in the annual results report submitted to the IBHE by the Associate Provost for Undergraduate and Graduate Studies.

College Dean: The College Dean, or designee, participates in the initial planning for the program review. Specific college guidelines/requirements for review, which may be in addition to those established by the Academic Vice President, should be presented to each department undergoing an academic program review process. Internal college deadlines for self-study submission will be established to coincide with timelines required by the Academic Vice President and University planning/budgeting schedules. The College Dean will conduct follow-up meetings with departments to incorporate the

Program Review Self-Study Report Guidelines

- Ø **January 1:** Department submits preliminary self-study to Dean (to be submitted with executive summary—see page 6)
- Ø **February 1:** Chair submits preliminary self study to Associate Provost for Undergraduate and Graduate Studies (to be submitted with executive summary—see page 6)
- Ø **April/May:** Department submits final self-study (electronically in Microsoft Word) to Dean (to be submitted with IBHE review summary—see page 6)
- Ø **June 5:** Dean submits (electronically in Microsoft Word) to Associate Provost for Undergraduate and Graduate Studies (to be submitted with IBHE review summary—see page 6)

While the individual departments and colleges are responsible for developing their own review procedures, it is expected that the review process will minimally include a departmental/program self-study, which is both descriptive and evaluative. **Programs offering courses and/or degrees in the Quad Cities should include relevant information in all areas of the self-study where applicable.**¹

Section III: Major Findings

1. Strengths identified from the review process
2. Weaknesses identified from the review process
3. Evidence of students meeting desired learning outcomes

Section IV: Recommendations and action plans

1. Recommendations identified from the review process
2. Initiatives and action plans for the program for the next three to five years to meet recommendations

A. Executive Summary Format (to be submitted with preliminary self-study)

- Ø **January 1:** Department submits to Dean
- Ø **February 1:** Dean submits to Associate Provost for Undergraduate and Graduate Studies

By January 1, the department will submit the preliminary self-study and an Executive Summary to its dean. The Executive Summary should consist entirely of concise statements in bullet form describing items that have been identified in the preliminary self-study:

- 1. Program Strengths**
- 2. Potential Concerns and Remedies**

B. IBHE Review Summary Format (to be submitted with final self-study)

- Ø **April/May:** Department submits (electronically in Microsoft Word) to Dean
- Ø **June 5:** Dean submits (electronically in Microsoft Word) to Associate Provost for Undergraduate and Graduate Studies

By April/May (date to be determined by the Dean), the department will submit the final self-study and the IBHE Review Summary to its Dean. The IBHE Review Summary template is available at <http://wiu.edu/provost/apr.php>; this report should consist entirely of concise statements in bullet form describing:

- 1. Description and evaluation of any major changes in the program [e.g., (a) changes in the overall discipline or field; (b) student demand; (c) societal need; (d) institutional context for offering the degree; (e) other elements appropriate to the discipline in question; and (f) other].**
- 2. Description of actions taken since the last review, including instructional resources and practices, and curricular changes.**
- 3. Description of major findings (strengths and weaknesses) and recommendations, including evidence of learning outcomes and identification of opportunities for program improvement.**
- 4. Description of actions to be taken as a result of this review, including instructional resources and practices, and curricular changes.**

Report Length: 2-3 pages. Any report shorter than 1.5 pages or longer than 3 pages when properly formatted will be returned for editing.

