

Tips for a Successful Program Review



Below is a list of tips for a successful program review. If you need further information, [contact a Program Review Coach](#). Updated 12/15/2021

Here are tips to help program review teams lead a successful self-study process:

- ❑ Demonstrate a spirit of inquiry through the collaborative development of open questions and honest investigation.
- ❑ Choose a framework most aligned with the scope of your program review. Frameworks include: 2022 self-study process and report template, program-specific CAS guide, a strategic planning framework, or other discipline-specific guide.
- ❑ Consider how the process should work and appropriately reflect the discipline.
- ❑ Draw conclusions about the history and future goals of the program based on the input of all relevant stakeholders, likely including:
 - ❑ full-time and part-time staff
 - ❑ students
 - ❑ full-time and part-time faculty
 - ❑ manager and administrative staff
 - ❑ advisory committee / industry representatives
 - ❑ alumni
- ❑ Address the recommendations of external stakeholders and/or an external peer reviewer thoughtfully.
- ❑ Collect appropriate data from a range of sources (through collaboration with assigned institutional researcher) and effectively synthesize the data to create an accurate report of the program's current state and help inform planning.
- ❑ Maintain communication with the coach, assessment liaison, institutional researcher, dean/manager and essential program stakeholders.
- ❑ Use this opportunity to tell the story of your program using information and data.