Loma Linda University

Office of Educational Effectiveness

Program Review Guide

for Small Programs
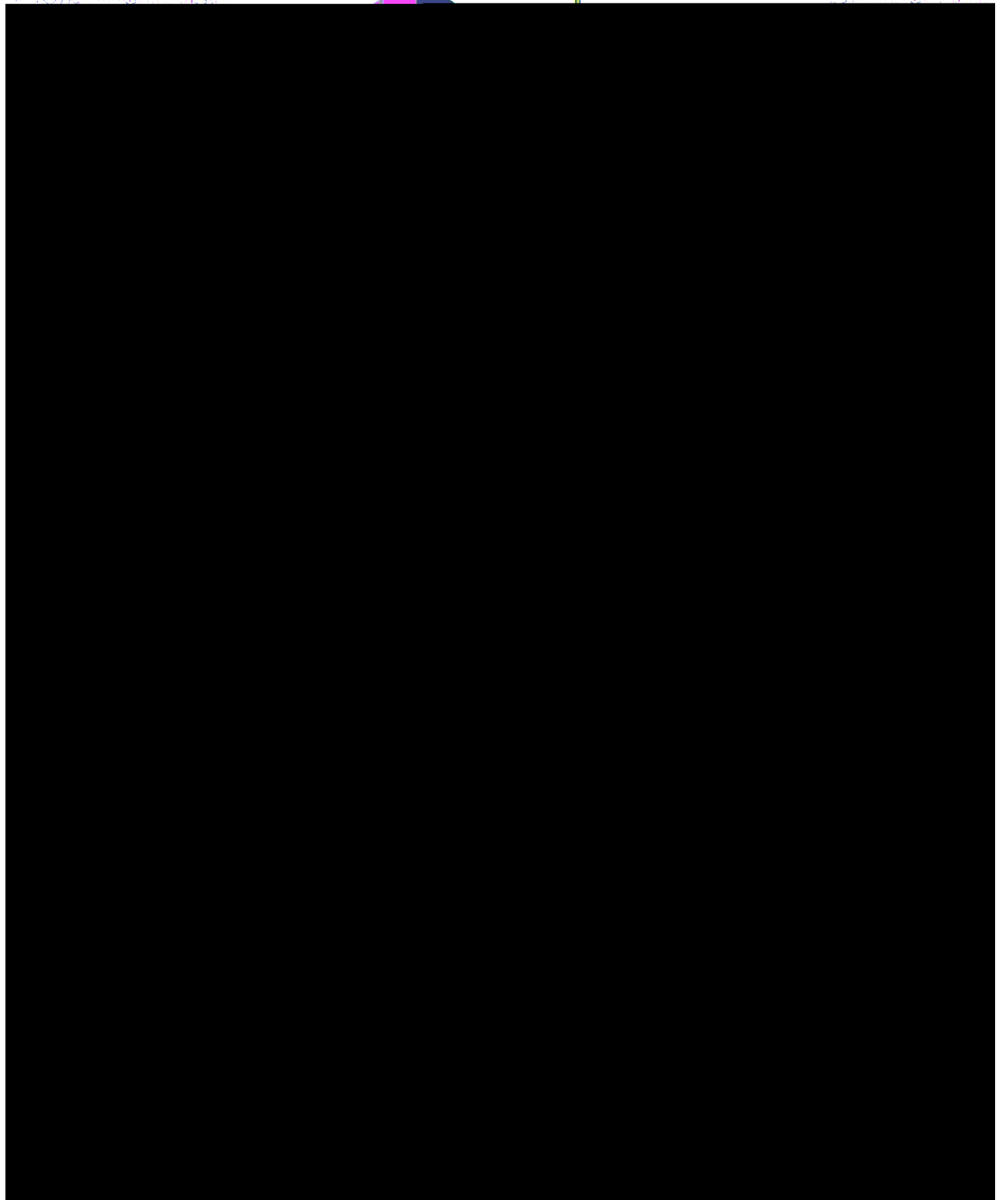
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Introduction

Program review is a comprehensive, continuous process of inquiry, analysis, planning,

Element 1: Demographics

The following demographics should be included in your review.

1. Program name from catalog
2. Department program resides in
3. School Program resides in
4. Degree(s) awarded
5. Modality (F2F, hybrid, DE)
6. Accrediting agency(ies)
7. Name of Program Director
8. Email of the Program Director
9. Tracks and Concentrations
10. Number of students
    a. Per cohort, if applicable
    b. Total in the program

Element 2: History of the Program

Share with us:

- Year program started
- Trends in the profession, the market, and in society that are impacting or may impact your program

Over a 5-year period, share with us:

- Applications, admissions, enrollments
- Student retention, attrition and completion
- Student satisfaction

Potential Artifacts:

- Course evalCkins

Element 3: Excellence

Question 1

How do you identify excellence in your program? Where are you on your quest for excellence in your program? What steps are still needed? How do you know?

> artifacts

- Outcomes Assessment Plan
  - Curriculum map
  - Assessment Matrix
    - Including ILO/PLO data with "*closing the loop*" information (what changes have you instituted that have made a difference in student learning.)
- Board pass rates, if applicable
- Be prepared to provide a syllabus, that meets the LLU requirements, for every course in your program (see page 11 for instructions)

Potential artifacts

- Data to support excellence
  - Benchmark of data to establish and support excellence
  - "Excellence Survey" response
- Employment rate
- Employer satisfaction
- Publications by alum, if applicable
- Advisory board statement(s)

Question 2

Does the small size of the program enhance or inhibit the quality of the program, or is quality independent of program size? How do you know?

Potential artifacts:

- Exit interviews/surveys
- Graduat knatmiexzeT0 1 Tf1.5 (su)-1 (r)-9 (v)n863 Tc4fduatoacts:
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Question 3

1. What academic richness is brought to the department/school/university by your program?
2. If the program was eliminated what would be lost and/or gained?

Element 4: Finances

Most schools budget by department, not program. Each department chair (or dean if the school has no departments) answers this area. If the department has only one or two small programs and the finances are straight forward there may not be a need to meet with the individuals below. If the department has more than 2 small programs and/or the finances are complicated the chair should meet with the following individuals as a group:

- Dean of the school
- Provost
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Element 5: Review

1. If you are professionally accredited, the review for this program is done by your accrediting agency and you should share the commendations, recommendations, and/or suggestions from your last site visit.
2. If you are WSCUC only, each small program should choose a reviewer who is either:
   a. Internal to LLU and external to the school your program is OR
   b. External to LLU, specifically from your discipline – if you choose this route, do the review via email and zoom to minimize costs.

   If your department has several small programs you may wish to ask one person to review all the department's small programs

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Timeline

WSCUC only

Plan on having your self-study early as this completed document goes through a process to many different people.

Fill in Projected Due Dates:

- _____ – give document to department chair for review
- _____ – chair return document, with comments, to program director
- _____ – give to reviewer who is external to your school
- _____ – reviewer returns document with completed rubric
- _____ – return the self-study with reviewer's comments to chair
- _____ – send completed program review to academic dean
- _____ – submit completed program review to OEE

Professionally Accredited Programs

Fill in Projected Due Dates:

- _____ – give document to department chair for review
- _____ – chair return document, with comments, to program director
- _____ – return the self-study to chair
- _____ – send completed program review to academic dean
- _____ – submit completed program review to OEE

Definitions

Small program

A program is considered a small program if it has had 10 or fewer students routinely in the program over the last 5 cohorts or has had 10 or fewer students and no new students over the last two cohorts.

Utilizing the cohort and total enrollment approach normalizes the definition and gives us a clear comparison across programs.

Outcomes Assessment Plan

- Your program's updated curriculum map
- Your program's completed and updated assessment matrix
- "Closing the loop" activities, please record them on the assessment matrix

Closing the Loop Activities

"Closing the loop" means that program faculty have analyzed

Program Review Guide for Small Programs

Instructions

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University leadership is interested in knowing more about the small programs that are in the university. If you have the same program both on-cam4.72 - on

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2. If you are WSCUC only, each small program should choose a reviewer who is either:
3. Internal to LLU, but outside of your school or
4. External to LLU if you can do so in a way that has minimal costs
   a. Do this review via email and zoom so there are no hotel/flight costs.