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Comparison of Existing Review Protocol with Approved Alternate Cycle Protocol

Existing Program Review Protocol	Approved Alternate Cycle Protocol
<p>Phase 1 (10-12 months)</p> <ul style="list-style-type: none"> • Committee chairs assigned • Chairs meet with unit head & AVP • Committee members selected • Schedule determined • Self-study begins – gradual preparation of program review binder 	<p>Phase 1</p> <ul style="list-style-type: none"> • Unit head, director, and AVP oversee a unit SWOT analysis (involving the entire unit or 7-10 key leaders where appropriate) • As a result of the SWOT analysis, at least two new objectives will be written to help address weaknesses and/or threats • Unit head then sends Review Team: <ul style="list-style-type: none"> ○ Up to date mission and/or vision statements ○ Up to date unit values ○ Results of SWOT Analysis ○ Objectives entered into Planning Database as a result of the SWOT ○ All current planning database objectives ○ A list of the recommendations/objectives agreed to during the previous unit Program Review with a report on the status of each ○ Any other materials the unit head, director, and AVP deem relevant or materials requested by the Team.
<p>Phase 2 (3-4 months)</p> <ul style="list-style-type: none"> • Committee phase • Research conducted, which may include: • Chairs lead committee through analysis of self-study, gathering of data, writing of findings and making recommendations • Meeting with unit head • Final report written • Meeting between Mr. King and AVP • Agreed upon recommendations become objectives in planning database 	<p>Phase 2</p> <ul style="list-style-type: none"> • Review Team reviews materials, corresponding with unit head as there are questions or points of clarification • Review Team drafts a report (no more than two pages) addressing relevant issues including: <ul style="list-style-type: none"> ○ Overall performance on objectives developed as a result of the previous Program Review ○ Any weaknesses or gaps in performance that do not appear to be addressed by objectives ○ A listing of 2-3 key strengths, weaknesses, opportunities, and threats ○ An overall summary of performance including findings and recommendations developed as a result of the study including any additional recommended action steps and/or objectives
	<p>Phase 3</p> <ul style="list-style-type: none"> • The Review Team submits the draft of the report to the unit head, director, and AVP • The unit head, director, and AVP make suggestions/comments • The Review Team amends the report as it deems necessary/appropriate • Mr. King meets with the AVP to discuss the report and resulting objectives. • A copy of the final report is distributed to all involved as well as to Brian. It includes: <ul style="list-style-type: none"> ○ A summary overview ○ Findings and recommendations ○ All documents generated as a result of the study

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