

Collaboration
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Diversity
Integrity
Balance
Learning

Program Reviews in Student Affairs & University Planning Part 1

As we grow, our student-centered efforts will ensure that every student contributes to and is transformed by exceptional learning experiences.

Why We Do Program Reviews

(in priority order)

1. Help improve the department's contribution to the university's mission.
2. Help improve departmental performance in support of the department's mission, vision, and values.
3. Help improve our service to our constituents.
4. In compliance with university policy.
5. In compliance with SACSCOC mandates for continuous performance improvement.

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Summer 2012 Divisional Program Review Task Force

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- Implement a clearer, more well-defined structure.
- Create a procedure so that reviews take less time.
- Communicate more frequently concerning reviews.
- Go to a five year cycle.
- Use more of a team approach.
- Allow accreditation to be “counted” in the program review process.

Program Review Task Force

- Implement a clearer, more well-defined structure.

Unit	Director/Program Review Lead	Previous Reviews	Co-Chairs	Initial Meeting with AVP, Director, & Co-chairs	Phase 1: Self-Study Begins	Second Meeting with AVP, Director & Co-chairs	Phase 2: Committee Phase Begins	Committee Draft Report to AVP & Director	Final Report to Mark (copied to Brian) by:	Mark meets with AVP, director, and co-chairs by:
Counseling & Student Development Center ¹	David Onestak	04, 08	Brian Charette, Sarah Sunde	6/15/13	7/1/13	10/10/13	11/1/14	2/15/14	3/1/14	3/15/14
Disability Services	Valerie Schoolcraft	00, 09	Dave Barnes Kevin Meaney	7/15/13	8/1/13	11/10/13	1/1/14	3/15/14	4/1/14	4/15/14
Orientation	Tisha McCoy-Ntiamoah	00, 09	Frank Doherty, Michael McCleve	8/15/13	9/1/13	12/10/13	1/1/14	3/15/14	4/1/14	4/15/14
Residence Life	Maggie Evans	05, 09	Brian Charette, Renee Herrell	2/15/14	3/1/14	5/15/14	6/1/14	8/15/14	9/1/14	9/15/14
University Health Center	Cannie Campbell	03, 10	Valerie Schoolcraft, Wendy Young	8/15/14	9/1/14	12/10/14	1/1/15	3/15/15	4/1/15	4/15/15

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- Create a procedure so that reviews take less time.
 - Reviews under the new model are scheduled as follows:
 - Initial meeting
 - Self study: 100 days
 - Committee phase: 90 days
 - No more than 9 months between initial meeting and final meeting with Mark

Program Review Task Force

- Communicate more frequently concerning reviews.
 - Monthly program review updates
 - New SAUP Program Review Website
 - Annual review training/update

Greetings,

Ongoing Program Reviews

University Recreation, Tish McCoy-Ntiamoah, Chair

The committee phase is currently ongoing with a major session scheduled for next week. The final meeting with Mark has been scheduled for March 21 at 2:00 p.m.

Center for Multi-Cultural Student Services, Eric Nickel, Chair

The SWOT analysis has been completed. The final meeting with Mark will be scheduled this month for sometime prior to March 13.

Program Review Training

It's now time to roll-out the new divisional program review model. There are two training sessions scheduled. The first is **Tuesday, January 22 from 9:00 - 10:30** in Taylor 306. Topics to be covered include:

- An overview of the new program review model - key changes
- Key roles in the program review process
- The typical timeline for a review
- The program review schedule

The second training session is **Tuesday, February 26 from 9:00 - 10:30** in Taylor 306. Topics to be covered include:

- Elements of the self-study phase
- Elements of the committee phase
- Choosing a program review committee
- The program review website/resources available

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Program Review Task Force

- Use more of a team approach.
 - Co-chairs for each review
 - Associate directors will serve as co-chairs
 - Scheduled program review team meetings (AVP, director, co-chairs)

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Typical Timeline

Unit	Director/Program Review Lead	Previous Reviews	Co-Chairs	Initial Meeting with AVP, Director, & Co-chairs	Phase 1:	Second Meeting with	Phase 2:	Committee	Final Report	Mark meets with AVP,
Counseling & Student Development Center ¹	David Onestak	04, 08	Brian Charette, Sarah Sunde	6/15/13						
Disability Services	Valerie Schoolcraft	00, 09	Dave Barnes Kevin Meaney	7/15/13						
Orientation	Tisha McCoy-Ntiamoah	00, 09	Frank Doherty, Michael McCleve	8/15/13						
Residence Life	Maggie Evans	05, 09	Brian Charette, Renee Herrell	2/15/14						
University Health Center	Cannie Campbell	03, 10	Valerie Schoolcraft, Wendy Young	8/15/14						

Co-Chairs	Initial Meeting with AVP, Director, & Co-chairs	Phase 1: Self-Study Begins
Brian Charette, Sarah Sunde	6/15/13	7/1/13
Dave Barnes Kevin Meaney	7/15/13	8/1/13
Frank Doherty, Michael McCleve	8/15/13	9/1/13
Brian Charette, Renee Herrell	2/15/14	3/1/14
Valerie Schoolcraft, Wendy Young	8/15/14	9/1/14

- Initial Meeting
 - Review/confirm timeline/ deadlines
 - Draft names for committee
 - Confirm the expected content of the self-study binder
 - AVP/director communicate expectations/ areas of focus*
 - Discuss potential for peer or external review
 - Establish external standard (CAS or otherwise)
 - etc.

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Counseling & Student Development Center ¹	David Onestak	04, 08	Brian Charette, Sarah Sunde	Co-Chairs	Initial Meeting with AVP, Director, & Co-chairs	Phase 1: Self-Study Begins	Second Meeting with AVP, Director & Co-chairs			3/15/14
Disability Services	Valerie Schoolcraft	00, 09	Dave Barnes Kevin Meaney	Brian Charette, Sarah Sunde	6/15/13	7/1/13	10/10/13			4/15/14
Orientation	Tisha McCoy-Ntiamoah	00, 09	Frank Doherty, Michael McCleve	Dave Barnes Kevin Meaney	7/15/13	8/1/13	11/10/13			4/15/14
Residence Life	Maggie Evans	05, 09	Brian Charette, Renee Herrell	Frank Doherty, Michael McCleve	8/15/13	9/1/13	12/10/13			9/15/14
University Health Center	Cannie Campbell	03, 10	Valerie Schoolcraft, Wendy Young	Brian Charette, Renee Herrell	2/15/14	3/1/14	5/15/14			4/15/15
				Valerie Schoolcraft, Wendy Young	8/15/14	9/1/14	12/10/14			

- **Self-Study Phase**
 - Creation of the “Self-Study Binder”
 - Updated mission, vision, values, org chart, etc.
 - SWOT Results
 - Updated policies/procedures
 - Current and future objectives
 - Report on previous program review
 - Recent assessment data as applicable
 - Full report, re; external standard analysis results
 - etc.

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Counseling & Student Development Center ¹	David Onestak	04, 08	Brian Charette, Sarah Sunde	Co-Chairs	Initial Meeting with AVP, Director, & Co-chairs	Phase 1: Self-Study Begins	Second Meeting with AVP, Director & Co-chairs			
Disability Services	Valerie Schoolcraft	00, 09	Dave Barnes Kevin Meaney	Brian Charette, Sarah Sunde	6/15/13	7/1/13	10/10/13			3/15/14
Orientation	Tisha McCoy-Ntiamoah	00, 09	Frank Doherty, Michael McCleve	Dave Barnes Kevin Meaney	7/15/13	8/1/13	11/10/13			4/15/14
Residence Life	Maggie Evans	05, 09	Brian Charette, Renee Herrell	Frank Doherty, Michael McCleve	8/15/13	9/1/13	12/10/13			4/15/14
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				Valerie Schoolcraft, Wendy Young	8/15/14	9/1/14	12/10/14			

- **Second Update Meeting**

- Discuss progress:

- Early findings, surprises, changes to original plan, etc
- Finalize committee plan
- Agree on plan for:
 - Committee work
 - Drafting of final report
 - Final meeting with Mark

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				Initial Meeting with AVP, Director, & Co-chairs	Phase 1: Self-Study Begins	Second Meeting with AVP, Director & Co-chairs				
Counseling & Student Development Center ¹	David Onestak	04, 08	Brian Sarah	<u>6/15/13</u>	7/1/13	10/10/13				11/1/14
Disability Services	Valerie Schoolcraft	00, 09	Dave Kevin	<u>7/15/13</u>	8/1/13	11/10/13				1/1/14
Orientation	Tisha McCoy-Ntiamoah	00, 09	Frank Michael	<u>8/15/13</u>	9/1/13	12/10/13				1/1/14
Residence Life	Maggie Evans	05, 09	Brian Renee	<u>2/15/14</u>	3/1/14	5/15/14				6/1/14
University Health Center	Cannie Campbell	03, 10	Valerie Wend							

- **Committee Phase** (*to be discussed in depth at February session*)
 - Analysis of self-study binder
 - Conduct agreed-upon research:
 - Survey
 - Focus groups
 - Peer study
 - External review
 - Internal interviews
 - Industry standard analysis
 - etc.
 - Draft program review report

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Counseling & Student Development	Brian Charette		Brian Charette							
Disability Services			Co-Chairs	Initial Meeting with AVP, Director, & Co-chairs	Phase 1: Self-Study Begins	Second Meeting with AVP, Director & Co-chairs	Phase 2: Committee Phase Begins	Committee Draft Report to AVP & Director	Final Report to Mark (copied to Brian) by:	Mark meets with AVP, director, and co-chairs by:
Orientation										
Residence Life										
University Housing			Brian Charette, Sarah Sunde	6/15/13	7/1/13	10/10/13	11/1/14	2/15/14	3/1/14	3/15/14
			Dave Barnes Kevin Meaney	7/15/13	8/1/13	11/10/13	1/1/14	3/15/14	4/1/14	4/15/14

- Report Phase
 - Draft report to AVP & Director for review
 - Incorporate suggestions/changes
 - Final report to committee for last review
 - Final report submitted to Mark (and copied to Brian and Tina for archive)
 - Final meeting with Mark

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Key Roles

- **Mark**
 - Ensure the division maintains an effective program review process
- **Brian**
 - Provide resources and support for program review process
- **Unit AVP**
 - Oversee/coordinate review
- **Department Director**
 - Work with AVP and co-chairs in planning review
 - Conduct/oversee self-study
 - Write/assemble self-study binder
- **Review Co-chairs**
 - Work with AVP and director in planning review
 - Assemble and lead committee
 - Write report

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