

Annual Program Review: First Year Process and Timeline

04/28/2025

Definitions:

- **Strategic Dashboard:** Dashboard created by the PPRC Committee that will complement the Tactical Dashboard to provide a context surrounding the program. The Focus will be on alignment with the University mission and strategic plan.
- **Tactical Dashboard:** Dashboard created by the PPRC Committee and facilitated by IRAA to supply metrics for one half of yearly program review. Data is available year round, but updated at the end of every academic year.
- **PPRC Oversight Committee:** Committee representative of all colleges and schools that will facilitate the process and review it year to year. They will help to create the University Report and also suggest changes for the process year to year.

Step 1: Program Report

Timeframe and Description

- Programs will review and provide information and analysis regarding the status on the Tactical Dashboard and complete the Strategic Dashboard in order to share with the college/school
- 04/28/2025 – 06/09/2025

Process:

Step 1: Review the program using Strategic Dashboard tools to determine alignment with the University mission and the strategic plan. Please keep in mind, there is NO “perfect” score! This is about developing an accurate picture to then pair with the tactical data to gain a deeper overall understanding of the program.

- Begin by completing the slide bars in the first 2 question to identify the programmatic role within the University – these add up to 100%
 - Things to consider for question 1:
 - There are 2 criteria to evaluate
 - **Direct Education of Students** – the extent to which effort is directed towards teaching, advising, retention, recruitment, etc. for program majors? This may be lower for programs with high research activity. This may be higher for programs with less research activity.
 - **Scholarly, Research and Creative Activities** – the extent to which effort is devoted to research activity with Undergraduate students
 - Things to consider for question 2:
 - There are 2 criteria to evaluate
 - **Teaching Within the Major** – the approximate amount of time spent teaching to students that are enrolled within the program.
 - **Teaching Outside the Major** – the approximate amount of time spent teaching to students not enrolled in the program.
- Next complete the alignment matrix as follows:
 - This is not a scored rubric seeking X number of points. It is a visual rubric to assess alignment because no program will be in “strong alignment” across all criteria. In fact, they may have several criteria where there is no alignment.

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- In assessing each program, it is recommended that for each criteria, the program should identify 1-3 examples and note the alignment as follows:
 - Briefly – in a few words – describe the alignment
 - OR
 - Include 1-3 actual artifacts (in total) that best represent alignment to the University mission and strategic plan.
 - Examples of artifacts include (not an exhaustive list):
 - Evidence of increased rankings
 - Assessment reports noting increased student placement scores, co-op feedback, etc.
 - Industry articles discussing program innovation
 - Sample course evaluations or faculty evaluations (of a course, not their teaching)
 - List of patents awarded
 - List of awards, books/articles published by faculty/staff/students
 - Look at how many of the criteria not aligned and provide a 1-2 paragraph reason, unless not applicable - i.e., a program where faculty are not conducting research does not need to provide anything beyond NA.
- If a significant number of criteria are not aligned, this provides the opportunity for the program managers/faculty/department head to discuss the program alignment in more detail
- Provides a reason why they didn't rate on any metrics that don't apply to them

Tactical Dashboard

[Tactical Dashboard Link:](#)

[Tactical Dashboard Report Link](#)

- Review Tactical Dashboard
- Provide context for areas of improvement
- Provide and action plan on areas of concern or that need improvement
 - Comment on areas of improvement that have longer than a 1-year trend

Report Sharing

- Full report packet including responses shared with college/school leadership and/or committee for review

Step 2: College and School Report

Timeframe and Description

Deans and staff will create a college level report that will aggregate the program level data to share with the Provost (and team) as well as the PPRC Oversight Committee.

- Time Line:
 - 06/23/2025 – 08/04/2025
 - 08/11/25 – 09/15/2025: Meet with Provost and Team

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- September and October: Build action plan

Process:

Deans and/or committee review the program submissions and look for trending information

Report Creation

- Review and status update on suggested improvements from previous year
- High level trends from the college including:
 - Strengths and areas of concern
 - Contributions to the strategic plan
- Suggested efforts to support areas of concern
- Suggested effective practices to share
- Suggested efficiencies
- Suggested improvements for the PPRC process

Report Sharing and Action Plan:

- Share the report with the Provost Team as well as the PPRC Oversight Committee
- Deans and team meet with the Provost in August to discuss the findings and then discuss an action plan
 - The action plan will guide the efforts for the academic year and be reviewed in the meeting the following year (or earlier if deemed necessary by either the Provost or the Dean of the respective school/college)

Step 3: University Report

Timeframe and Description

- Provost and Team develop a report based on the collective College reports in concert with the PPRC Oversight Committee
- November-December

Process

Report contains the following:

- Review of suggested improvements from previous year
- High level trends from the university including strengths and areas of concern
- Aggregate contributions to the strategic plan
- Suggested university efforts to support areas of concern
- Suggested effective practices to share
- Suggested funding areas
- Suggested efficiencies
- Suggested improvements for the process

Report Sharing

- Report to be shared with colleges/schools, Faculty Senate, President and Board of Trustees

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Step 4: Recommended Changes

Description and Timeline

Process, Dashboard and Report Suggestions

- PPRC will review the process/system and suggest improvements for the next year including metrics, steps in process as well out reports and share with the Provost and Team to decide what to implement

Timeline

- December to February
- This will provide time to implement changes for next cycle.