

# **Seattle University Program Review Guidelines**



**Student and Alumni Feedback**

Feedback from current students and alumni should be included as part of the program review. Programs should contact Institutional Research for information on how to utilize Qualtrics survey software for current students, and survey data from University Alumni Relations and Career Services for alumni. The data may be limited as regular surveying of alumni has begun only recently, so your response may include noting the limitations of the available survey data. Should programs wish to collect additional data, it is highly recommended that face to face interviews,

The original views of a group should be utilized to complement survey results.

## II. Program Review Process

### 1. Narrative Guidelines

Program review is a stock-taking and strategic planning exercise for academic programs: strengths, weaknesses, challenges and opportunities. These guidelines are meant to provide programs with an overview of the requirements for program review while allowing latitude for programs to delve into areas they deem important to their future well-being. Critical to the review process is faculty fully engaging in the review of their work and student outcomes in a rigorous and dedicated fashion.

#### A. Departmental Overview

Include highlights and issues since the last review. Brieclc 172 (r)1 09MCu6.2 (B.1 (h)-1.4 (e l)11.1 )

- a. Description of advising model (e.g. faculty only, mix of faculty and professional, professional only).
- b. Data on advising ratios.
- c. Explain and assess the effectiveness of activities undertaken by program to accomplish the faculty advising responsibilities (as listed in the Coordinated Undergraduate Advising System or required by the graduate proadud1.1 r (e)3.9aali90 Td a

## 2. Graduate

ethnicity, age, or related issues, to support discussion of these issues.  
(InformSU/PowerBI)

- b. What are the seven-







## **IV. Suggestions for Dean's Response**

The Dean's response should include feedback surrounding each concern raised by the department and the external reviewer, as well as a summary of the Dean's own analysis of the state of the program and a plan of action.

## **V. Schedule and Timeline for Program Review**

### **Program Review Schedule**

Programs that are not externally accredited will be reviewed on a seven-year cycle, from the date the completed program review is submitted to Academic Assembly.

Programs that are subject to external reviews by a professional accrediting agency may be reviewed according to that body's timeline. Such programs may choose to be on the seven-year cycle as well. Programs that use their external accreditation reports for the purposes of university program review will be required to supplement those documents with an additional report, supplying information requested in these guidelines that was neither requested by, nor supplied to, the external accrediting agency.

### **Program Review Timeline**

Spring

x

#### June - September

- x The Program self-study, the external consultant's report, department response and the Dean's response are then reviewed by the Program Review Committee of Academic Assembly. (See page 3 for submission requirements.)

#### October

- x The Program Review Committee reviews the documents, meets with the Program Chair/Director and Dean (if necessary for clarification), and prepares its memo of recommendation to Academic Assembly.
- x Academic Assembly votes to approve/disapprove Program Review Committee memo of recommendation. Academic Assembly forwards its final recommendations to the Provost.
- x The Provost, Associate Provost, Dean, and Department Chair/Director meet to discuss the review and Academic Assembly recommendations. They devise an implementation plan.

#### **Updates**

If the Academic Assembly and/or the Provost request an update on a particular issue and/or progress report from a program, this will be scheduled by the Office of the Provost.