

**Enhancing Academic Program Review
Project Plan [DRAFT]
September 2017**

1.0 Introduction

A White Paper called *Program Review at Southeast: Toward a meaningful framework for quality assurance* proposes seven guiding principles and a new process for enhancing program review. This project plan outlines a set of activities and timeline for piloting these ideas.

2.0 Aims and objectives

Enhancing Academic Program Review is a two-year project to pilot and implement a new methodology for academic program review at Southeast Missouri State University. The following objectives are proposed to achieve this aim.

- Objective 1: To identify and support a sample of departments that are willing to engage in the proposed methodology during their ordinary review cycle in 2017/2018. (Work Package 1)
- Objective 2: To evaluate the effectiveness of the proposed methodology for the purposes of learning and refining the approach. (Work Package 2)
- Objective 3: To introduce a refined version of the methodology to university stakeholders for approval and full implementation. (Work Package 3)
- Objective 4: Once approved, to develop a robust set of web-based resources to support the new program review process. (Work Package 4)
- Objective 5: To engage in networking activities beyond the institution for the purposes of learning more and sharing ideas related to academic program review at Southeast. (Work Package 5)

3.0 Deliverables

- Deliverable 1: A tested methodology and process for program review that is informed by best practices
- Deliverable 2: A robust set of resources to support the program review process at Southeast
- Deliverable 3: National presence in relevant networks for assessment and program review

4.0 Work packages

4.1 Work Package 1—Pilot new methodology

Activities	Outcomes/outputs	Timeframe	Task owner/s
Gain support from Faculty Senate to carry out a pilot project	Agreement, awareness, and support	October 2017	Associate Provost & Provost [Done]
Gain support from Faculty Advisory Committee and Deans Council	Agreement, awareness, and support	October 2017	Associate Provost [Done]
Meet with departments who are scheduled for program review, and explain process	Awareness and discussion of pilot project	October/November 2017	Director IR, Deans, Associate Provost [Done]
Confirm sample of departments who will participate in pilot	Sample of participants	November 2017	Associate Provost [Done]
Confirm data sets required for departments	Data sets	December 2017	Director Institutional Research [Done]
Implement pilot project alongside normal program review processes	Departments engaged in review process	November/December 2017	Associate Provost [Done]

4.2 Work Package 2—Evaluate new methodology

Activities	Outcomes/outputs	Timeframe	Task owner/s
Elicit input from reviewers after Stages 6-8 (Reviews) of the process	Input from reviewers	June 2018	Associate Provost
Elicit input from pilot participants after Stage 9 (Department Follow-up)	Reflection and evaluative feedback from participants	September 2018	Associate Provost
Review findings from evaluation	Conclusions and recommendations	September/October 2018	Associate Provost & Faculty Advisory Committee

4.3 Work Package 3—Launch refined methodology

Activities	Outcomes/outputs	Timeframe	Task owner/s
Refine methodology and process based on evaluation data	Revised framework for program review	September/October 2018	Associate Provost & Faculty Advisory Committee for Program Review
Communicate pilot findings and refined approach to various stakeholders	Awareness and support for new approach	October 2018	Associate Provost & Faculty Advisory Committee for Program Review
Update communication about program review at Southeast	Updated policy and procedure on Provost's website and policy warehouse	November 2018	Associate Provost & Faculty Advisory Committee for Program Review

4.4 Work Package 4—Develop resources

Activities	Outcomes/outputs	Timeframe	Task owner/s
Draft program review guidance, template, process flow chart, examples, and other resources	Program review toolkit on Provost's website	September to November 2018	Associate Provost & Faculty Advisory Committee for Program Review
Train faculty as co-facilitators of Program Review workshops	More trained facilitators to scale support services	September to November 2018	Associate Provost & CSTL

4.5 Work Package 5—Raise the profile of Program Review at Southeast beyond the Institution

Activities	Outcomes/outputs	Timeframe	Task owner/s
Engage in NILOA and AAC&U assessment networking and training activities	Networking and recognition	September 2017 to May 2019	Associate Provost and Faculty Advisory Committee March 9: NILOA Coach Visit and Workshops
Explore opportunities such as AAC&U's Excellence in Assessment (EIA) designations	Recognition	September 2017 to May 2019	Associate Provost and Faculty Advisory Committee

5.0 Timescale

See Gantt chart overleaf.

