

**PROGRAM REVIEW**  
**College of Idaho**  
**AY2008**

**Self-Study Format**

Program review is a process whereby internal strengths and weaknesses are assessed and internal capabilities of programs are determined. The process can provide an unbiased view of a program, thereby allowing for planning which leads to improvement. This process then can help to build overall institutional quality and accountability (through improved public relations), determine institutional strengths and weaknesses, provide guidance for program improvement, assess the institution's competitive advantages, define/refine the institution's mission, identify institutional priorities, guide budget allocation, and give faculty, administration, and board of trustees a sense of stewardship (Barak, 1986).

This document provides instructions for the actual preparation of the self-study report.

The report should be concise, focus on key issues, and provide a frank and balanced view of the program reviewed. As the self-study report is prepared, the issues raised in the process description should be referred to and included in the report as pertinent to the program. Other issues of importance to the program should be addressed and placed within one of the major sections or within another appropriately labeled section.

Recommendations regarding issues related to the curriculum, faculty, students, and resources should appear in their respective sections. The rationale behind each recommendation should be based on the analyses of the program's current status (strengths, weaknesses, and opportunities) in each of these areas and should be described within these sections. A summary listing (without the rationale) of each recommendation should be provided in an introductory section titled "Brief Synopsis of Current Program Review Recommendations".

If a program offers more than one major, all of them should be described in a single report rather than separate reports for each one. However, all majors should be treated separately in the report.

**1. Overview of the Program**

Please provide overview of the program in terms of history, mission and its relation to the college's mission, goals, and assessment of goals. Use the information in the binder and Table 1 for information.

**2. The Curriculum**

Please discuss in detail the department's curriculum and enrollment. Compare your program to other departments of similar type. Use the information and data in the binder and Tables 3, 5, and Faculty Load Reports.

**3. Students and Student Learning**

Please discuss your department in terms of numbers of students and student learning. What do you provide for students for enrichment? What types of assessment are in place? Discuss the advising process you use. Use Tables 1, 5, 8, and the Graduates/Majors Report.

**4. Faculty**

Discuss the teaching and advising loads for the faculty in your department. How does the faculty contribute to the college in terms of committee or service work? How does the faculty handle professional development? How is teaching evaluated in your department? Use Tables 14, 15, 16, 17, and the Faculty Load Reports.

Attach a current curriculum vita for each faculty member.

**5. Program Support**

Please discuss the adequacy of support from the Library (report included), administrative support (physical plant, support staff, equipment, and budget). Is curricular support adequate for your department in terms of the LACs? Use the information in the binder, and Table #18 and the Faculty Load Report.

**6. Overall Assessment of Program**

Based upon the foregoing information, what is the program pleased about and what are its principal concerns? What needs to be improved? How does the program view its future? Are there particular opportunities of which the program should take advantage?

**7. Self-Study Process**

Describe the process by which this document was prepared, with attention to the role played by departmental faculty in that process.

Signature of Department Chair/Program Head

Date

Signature of Division Chair

Date

Signature of Dean of the College

Date