Program Review Committee

Policies and Procedures

Membership

Chair/Senator	1
At large	2
RCAS	1
BSB	1
CASS	1
BCHS	1

Representative of the Office of Institutional Effectiveness (ex-officio, non-voting)

VP of Mission and Ministry (ex-officio, non-voting)

Dean of Students represen

confer degrees and are not subject to an external accrediting body will be expected to participate in program review. These select programs will be determined by the Chair in consultation with the Provost and, if applicable, the corresponding dean. All programs participating in Dominican's program review are reviewed on a rotating basis by the PRC; each program is reviewed every six years.

7. At the end of each academic year, the Chair and OIE representative shall develop a summary report identifying primary issues and trends encountered in the program reviews conducted during the year. The report shall be submitted to the PRC for review and approval. Upon approval, the report shall be submitted to the Faculty Senate and the Provost.

Program Review Procedures

Note: The six-year program review process assumes the administrator and faculty of each unit have developed and maintained a program plan and collected data during the period since the last review of the program.

8. OIE notifies the program administrator (the person within the program responsible for coordinating the program review, usually the program chair/director) and appropriate dean of a scheduled review one year in advance of the review.

9. Programs have the option of conducting either on-site or virtual external reviewer visits. The program administrator, after consulting with the faculty, provides the Director of Academic Assessment, Evaluation, and Achievement with a list containing the names and contact information of at least three potential reviewers. The list of potential reviewers should satisfy the following criteria:

> the list is comprised of potential reviewers located within a one-day drive of the campus, if an on-site visit is planned,
> the potential reviewers are listed in order of preference, and
> the list should contain the names of at least three reviewers.

Upon receiving the list, the Director of Academic Assessment, Evaluation, and Achievement contacts in order the people on the list and identifies who will serve as the external reviewer. The program works with the Provost's Office in making arrangements for the reviewer's visit.

10. Two months before the scheduled external reviewer visit, the program will share a working draft of its self-study with the program's dean for comments and feedback.

11.

From page 143 of the Faculty Handbook: