Annual Program Review Guide

This is a set of guidelines for conducting an annual review of your academic program during each of the four years between every major, fifth year program review.

Background

Our accrediting body, WASC, expects us to maintain a five year review cycle for program reviews, and, as of Fall 2008 we have done one complete five year cycle of reviews of all programs at the university. Thus, every program has had the experience of a major review, complete with "next steps" for ongoing evaluation. In the years between these major, quintannual reviews, WASC requests that we show evidence of ongoing review work, from year to year.

Each annual review is an incremental tune-up to the major review, the longitudinal continuation of the major review. Each program identifies a faculty principal investigator (PI) who will lead the annual review with a team of colleagues from the given program. Working with the office of Educational and Institutional Research, this team reviews its program key indicators, including capacity indicators (headcount, degrees conferred, credit hours, faculty FTE, …) and student learning outcome indicators (also known as program objectives or student learning outcomes), as established during the most recent major review. Then, the team selects which new student learning outcomes (SLO) to focus on for this review. Once this is done, the faculty team assembles student work that will provide evidence of achievement of the SLO's. Following the style of analysis that is used for the major review, the team analyzes the student work in order to assess the degree to which these SLO's are being achieved.

Process

Plan to convene a series of meetings with your program colleagues to carry this out. It is best to hold at least two meetings per semester, during both fall and spring. It is critical that you share these discussions with your colleagues.

1. Review key indicators for your program – Headcount, # Degrees Conferred, Student Credit Hours, Faculty FTE – available from the office of EIR – Educational and Institutional Research – contact Lily Pang, lpang@pepperdine.edu – Here is a sample summary.

2. Review the most recent five year *Program Review* report for your program, as well as any annual reviews that have taken place since that five year review. Copies of these reviews should be available from your division chair or dean. If not, contact Tanya Lim, tlim@pepperdine.edu, 310.506.6629, or Don Thompson, thompson@pepperdine.edu, 310.506.4831, to secure copies. Here is a sample five year review.

3. Summarize pedagogical &/or curricular changes in the program since the last review.

4. Focusing on the "next steps" section of the most recent five year review or the most recent annual review, identify the 1-2 next steps you see as most critical for the current year. These may include the following:

    a. Determining which 1-2 key Student Learning Outcomes (SLO) (aka "learning objectives") need to be studied. Gather student work from the course or courses, in either this semester or spring 2009, that tie directly to these SLO's and spend time evaluating the extent to which your students are meeting these SLO's. See [suggestions](#) crafted by assessment expert Mary Allen on the use of rubrics to evaluate student learning.
    b. Design and implement a brief alumni survey instrument to measure deep learning or to identify areas that need improvement in your program. The EIR office can help you build and administer this instrument. Contact Teresa Taningco for assistance: MariaTeresa.Taningco@pepperdine.edu

5. Using the data from step 4, analyze and discuss the results with your colleagues. What changes need to occur? What conclusions do you draw about student learning your program? What needs to happen next?

6. Devise 1-2 statistical measures of educational quality that you can track on an annual basis – e.g. GRE scores, BAR passage rate, % of students admitted to graduate programs, …. Update these indicators with their current values.

7. By June 15, 2009, complete and submit a brief summary of your work, based on the following format, to Tanya Lim (tlim@pepperdine.edu)

    - Changes since last Review (1/4 p.)

    - Student Learning Outcomes under Review (1/2 p.)

    - Data Gathered - Direct &/or Indirect Evidence (1p.)

    - Findings & Recommendations (1 p.)

    - Educational Quality Indicators (1/4 p.)

    Each annual report will then be transmitted to the program's dean and division chair, with a carbon copy of the summary submitted to the EIR office digital archive – https://xythos.pepperdine.edu. WASC will have access to all of these reviews during its upcoming accreditation visits.

Compensation

During the months of December and April of this academic year, the faculty member who is serving as the Principal Investigator for the annual review will receive a $500 stipend, totaling $1000 over the course of the academic year.

Support

If at any time during this process, you need additional assistance on identifying SLO's, gathering student data, analyzing student data, designing or conducting or analyzing alumni survey data, please contact Tanya Lim or Don Thompson for support.