

Departmental/Program Review Cycle 2: Five-Year Model

PLNU Departmental/Program Review (2001)

A. Departmental Report (or Academic Schools Report)

A departmental report is to be written (5 to 15 pages) to include discussion of the following topics:

Department/school environmental scan (including but not limited to):

Staffing	Equipment	Physical Space
Programs	Students	Strengths and Weaknesses

Action taken following the last review

Assessment plan

Department/School Goals	Assessment Efforts
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Future goals and directions

Recommendations for change

Executive summary of approximately one page

B. Review and Analysis

The departmental report is to be sent to the Provost, the Dean of Arts and Sciences, the Dean of Social Sciences and Professional Studies, the Dean of Graduate and Continuing Education and two faculty members. The two faculty members are to be selected from the PLNU faculty by the chair of the department being assessed, in consultation with the appropriate academic dean. One of the faculty members should be currently serving as a department chair. After studying the report, these six individuals will meet with the department faculty to review the report. Recommended changes as a consequence of the review should come from this joint meeting.

REVIEW PROCESS

(Modifications to this process can be made to maximize the usefulness for individual departments):

1. Prepare a Report

- Executive summary (1 pg. Maximum)

- Current status of the department
- Action taken since last review
- Assessment plan
Goals, Assessment efforts
- Future goals and directions
- Recommended changes

2. Submit the Report for Departmental Approval

3. Select Review Team

4. Meet with the Review Team