STUDENT LIFE PROGRAM REVIEW PROCESS

Introduction

Program review is a strategic process that all academic institutions undertake on a periodic basis. Clarke University Student Life Program Reviews are scheduled on a four-year cycle. Each year a certain number of programs complete a self-study and are reviewed by the President's Cabinet. Program review is an integral part of the college's ongoing assessment and strategic planning processes. Such reviews are only successful when they are comprehensive in nature, represent honest appraisals of the strengths and weaknesses of the programs, and result in actions that will improve the programs and support a three-year plan.

Purpose

Student Life programs are regularly evaluated for the purpose of identifying where they need to be strengthened or modified where change is appropriate. The outcomes of program reviews help to guide the institution in making decisions about planning and resource allocations. Thus, program reviews help in long-range planning by providing information about the vitality of a program, its resources and student demand, its equipment and facilities needs, its strengths and weaknesses, its contribution recruitment, retention and to the mission of the University.

The goals of these self-studies and reviews are thus:
1. to assess and improve the quality of the student life programs
2. to monitor program performance and effectiveness
3. to provide guidance for strategic planning
4. to modify or change programs when appropriate
5. to ensure the availability of resources to continue excellence
6. to prioritize and redirect funds where needed
7. To create a three year plan for the program

Procedures

Program review is an internal process that should be both meaningful to the program being reviewed and closely aligned with planning and budgetary decisions of the University. The process requires careful organization and planning.

1. The normal review cycle is four years.

2. Program reviews are initiated at the beginning of the fall semester and completed by April of the current academic year.

3. External reviewers may be requested to assist in the program review.

4. The Office of Institutional Research can provide assistance with any survey and other statistical reports on pertinent data (IR data).

5. Completed reviews are submitted to the Vice President for Student Life.

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- The Program review committee will write a report that includes the program strengths, concerns, observations, recommendations with a three year plan to the Vice President for Student Life and then to the President and Cabinet.

6. Program review summaries and three year plans are reported to the Board of Trustees Academic Affairs and Student Life Committee by the Vice President for Student Life.

Clarke University, comparable to all institutions of higher education, will not have large increases in available funds in the foreseeable future. Thus, any new project requiring additional resources, both the amount and the source of funding should be addressed in the program review.

Outline of the Program Review Report

Student Life Program Review Outline based on the CAS Standards (Council for the Advancement of Standards in Higher Education)

Part 1. Mission

Part 2. Program

Part 3. Leadership

Part 4. Organization and Management

Part 5. Human Resources

Part 6. Financial Resources

Part 7. Facilities, Technology, and Equipment

Part 8. Legal Responsibilities

Part 9. Equity and Access

Part 10. Campus and External Relations (Contributions to the University, Service to other departments)

Part 11. Diversity

Part 12. Ethics

Part 13   Peer Institution Benchmarking

Part 14. Assessment and Evaluation

Part 15   Improvement Plan (recommended by CAS)

Elements of an Effective Program Review

1. Program review is evaluative, not merely descriptive. It requires professional judgments about the quality of the programs and the adequacy of their resources.

2. Review of programs is forward-looking: it is directed toward the improvement of the program, not just an assessment of its current status.

3. To the extent possible, program review is an objective process. It provides departments an opportunity to reflect on the condition and direction of their program(s). It brings staff and faculty members from other departments (and at times, others from outside the institution) to review the self-studies and to make their own evaluations.

4. The review is where a department charts the future course of its program(s) and not simply justifies its existence. It should represent an honest assessment of its strengths and challenges.

5. Program reviews result in action. From the comments and recommendations, the institution develops a plan to implement the desired changes on a specific agreed-upon timetable. This plan is linked to the institution's budget and planning process, to help insure that recommended changes actually get made, that necessary resources are allocated, and that the program's goals fit into the institutions overall plans.

President and Cabinet Review Report

The report will be sent to the Vice President for Student Life who will share with the Vice President's and President for review and comments.

The Director of each area will make a brief presentation to the Cabinet including a summary of the strengths, weaknesses and highlights from the three-year improvement plan.

Student Life Program Review Schedule 2008-2017

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Athletics	Campus Ministry Residence Life Student Activities	Counseling Center Health Services		Athletics

2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Residence Life Student Activities	Campus Ministry Counseling & Career Center Health Services		Athletics	Residence Life Student Activities

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