

# The University of West Florida Academic Program Reviews

## Expectations for Program Review Teams

### Prior to Visit

- Receive program self-study at least 2 weeks prior to the visit
- Review materials sent by the program
- Develop questions to be asked during visit
- Develop list of additional data to be reviewed
- Develop list of additional documents to be reviewed
- Visit program website

### During the Visit

- Meet with University, College, and Department program personnel
- Meet with current students and alumni
- Meet with program advisory council and/or local business/industry/government agency personnel involved with the program
- Meet with other individuals or groups as suggested by the program chair
- Tour program facilities

### Report: Suggested Content

- *Findings* with respect to status, strengths and weaknesses of the program
  - Vision, mission, and values
  - Goals and objectives
  - Curriculum (including identification of student learning outcomes)
  - Scholarship and creative activities
  - Service (institutional, professional, community)
  - Program assessment (methodology and use of data)
  - Articulation within and outside the University
  - Enrollment related productivity (head count and FTE enrollment, including underrepresented groups; retention; degrees granted)
  - Resources to support the program (personnel, facilities, equipment, materials, supplies, staff development, other)
  - Other issues and concerns
- *Recommendations* for achieving the mission and strengthening the program
  - Vision, mission, values, goals
  - Curriculum
  - Scholarship and creative activities
  - Service
  - Program assessment
  - Articulation within and outside the University
  - Enrollment-related productivity
  - Resources
  - Other issues and concerns
- *Other comments*