**OVERVIEW OF ACADEMIC PROGRAM REVIEW**

**What is Program Review?**

Program review is a formal, periodic process for evaluating and enhancing the quality and currency of academic programs. It is designed to foster program improvement through in-depth self-study, including reflection on evidence of student learning, external review, and specific plans for improvement.

**Key Features and Benefits**

The program review guidelines were developed by LMU’s Academic Planning and Review Committee (APRC).

Under these guidelines, the process:

* Is designed to be meaningful and flexible; that is, it is guided by the unique goals and circumstances of each department.
* Looks at outcomes, not just inputs and processes.
* Builds on existing assessment processes.
* Engages the involvement of faculty, administrators, alumni, and students.
* Includes external benchmarks
* Focuses on program improvement

**Main Components of the Review Process**

* Orientation – Learn about process
* Self-Study Plan – Context for review; Research plan
* Self-Study Analysis and Report – Collect data; analyze and reflect on data; write report
* External Review
* Memorandum of Understanding (MOU) – What specific actions need to be taken to improve the program? What is the timeline for those actions?
* Three-Year Follow-Up: Midcycle Report

**Timeline**

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| **SEMESTER 1** | **SEMESTER 2** |
| * Orientation workshop
* Formulation of self-study plan
* APRC feedback on plan
* Dean’s approval of plan
 | * Data collection
* Analysis of/reflection on data
* Self-study Analysis report
* APRC feedback on report
* Dean’s approval of report
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| **SEMESTER 3** | **SEMESTER 4** |
| * External review team visit
* Review team report
* Department response to team report
* Dean’s response to team report
* All materials submitted to APRC
 | * APRC review of program review packet
* MOU between department, Dean, and Provost
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The official guidelines for the program review process are available at academics.lmu.edu/aprc.

For programs with external accreditation, the chair of APRC will consult with the Dean to determine the alignment between the requirements of the discipline’s accreditation review process with those of the APRC program review process.