

Non-Academic Program Review



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Purpose of Review

**Identify strengths
& areas for
improvement.**

- **Non-Academic Program:**
 - Units at the University that support the students or institution but are not part of the grade-granting academic experience.
- **Guidelines:**
 - According to review process (explained later).
- **Frequency:**
 - Completed once every three years.
 - Begin in September and to be completed by the following July 1.
- **System for Program Review:**
 - VPs will consult with directors to determine the schedule for developing materials and outcomes measures.

Methods for Review Process

- Review of Mission, Visions, Goals & Objectives.
 - Clearly stated & measureable goals and objectives.
 - Is Department/Unit mission consistent with University mission?
- Review of Data for Improving Program/Department Outcomes, Impact, and Operations.
 - Surveys, focus groups, internal operations that can be coded.
 - Recommendations for improvement based on collected data.

The Program Review Document

- Initiation and the Individuals Involved:
 - Self-study conducted under leadership of the director or manager.
 - Will involve administration, managers, and where appropriate, students, alumni, employers and relevant professional associations.
- Scope of the Document:
 - Providing evidence that program is meeting its goals and objectives.
 - Descriptive and evaluative information about the program.

The Program Review Document (Step by Step)

Step 1 (Mission, Vision, Goals & Objectives)

Mission
& Vision

goals
& objectives

The Program Review Document (Step by Step)

Step 2

(Description of the Major Functions and Services within the Unit)

- List the major functions and services within the office.
- List services and functions that currently do not exist.
 - Explain why.
- Draw a flow chart(s) that show dynamic interactions among current functions, services, and personnel.

The Program Review Document (Step by Step)

Step 3 (Assessment of the Goals and Objectives)

- Provide data on each objective that can be measured.
- Provide some feedback on the results gathered.
- **Describe how the data will be used** to improve operations and University impact.
- Provide any other relevant data, especially internal supporting documents.

The Program Review Document (Step by Step)

Step 4

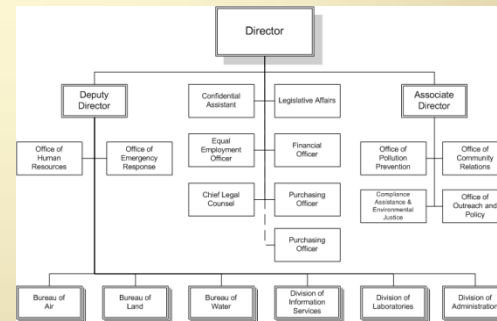
(Evaluations Forms, Surveys, Policy Manuals & Other Tools)

- Evaluation forms for all employees during the review period.
 - (Can be found on the Human Resources website)
- All surveys used directly or indirectly by the unit.
- Department Policy Manual.
 - (If there is no policy manual please explain why)
- Any other tool utilized to gather data.

The Program Review Document (Step by Step)

Step 5 (Personnel and Organizational Structure)

- Provide a list of all full-time personnel in the unit.
- List any long-term (3 years or more) part-time personnel in the unit.
- Provide resumes for all full-time personnel in the unit.



The Program Review Document (Step by Step)

Step 6 (Facilities and Equipment)

- Describe the adequacy of the current facilities.
- Describe the adequacy of the current equipment inventory.
- List and describe areas of need.
 - (1=Needed but not Urgent to 5=Urgent).

The Program Review Document (Step by Step)

Step 7 (Planning and New Initiatives)

- List and describe significant plans that will be undertaken in the next three years.
- List and describe any significant new initiatives in the next three years.

The Program Review Document (Step by Step)

Step 8 (Summary and Recommendations)

- Summarize the main elements included in the current review.
- Summarize the recommendations and changes that will be made.

The Program Review Document (Step by Step)

Step 9 (Additional Resources Requested)

- Indicate what new resources are needed over the next three years to:
 - Enhance the current program/department.
 - Preserve the strengths of the current program/department/unit.
 - Address the weaknesses in the unit.
 - Address any technological impacts on the unit.

The Program Review Document (Step by Step)

Step 10 (Other)

- Please place any other items, issues, etc. in this section.



Program Review Procedures

- **Role of the Coordinator:**
 - VP notifies director of upcoming review & director selects one individual (or more depending on number of programs being reviewed within the department) to assume responsibility for the review.
- **Role of the Vice President:**
 - Program review coordinator will update director and VP on progress of review. VP can schedule meetings to support review. Significant changes should be documented in the final report.
- **Role of the Administration:**
 - Program review documents will be utilized as a source of input into the planning process.
- **Exceptions:**
 - Certain units may require annual external and/or interview review as required by the federal or state regulators or by mandated by the BOT.
 - Financial operations and business services.

Program Review Cycle

September: VP informs director(s) of the unit/department that the program review process must begin.

By Feb. 1: Program review document is to have been prepared and submitted to department/unit VP.

By June 1: Program review document will be submitted to the UPC Director for review.



By Oct. 30: The director will have formed the review committee and requested resources if needed.

By March 1: VP will have reviewed document and gotten any clarification of evidence if needed.

By July 1: UPC recommendations are submitted to the President.

Thank you

- Any questions?