

LLU Program Review Highlights

2021 LLU Program Review Cycle • Updated to Include 2022 Extension

1. **Who is involved:** 30+ LLU WSCUC-only programs.
2. **Why this is important:** The program review cycle will generate essential data for continuous program improvement that will also help LLU to prepare for the WSCUC Interim Accreditation Report in 2026.
3. **Beginning date:** Each program will schedule its own date to begin the review process. The full process takes approximately seven months (see p. 9 of the LLU Program Review Guide). Please notify the Office of Educational Effectiveness when you start (contact information below).
4. **End date:** All program reviews should be completed by August 15, 2022. COVID-19 extended deadline.
5. **Major steps of program review process:**
 - a. Self-study
 - b. External Review
 - c. Action Plan
6. **Role of the Dean:**
 - a. Provide leadership and resources for successful completion of the program review process.
 - b. Approve, invite and host external reviewers.
 - c. Work with academic deans and program directors as they develop the Action Plan.
 - d. Ensure regular follow-up to Program Directors to keep their Action Plans updated annually (by the end of October every year).
7. **Role of the Academic Dean/Department Chair:**
 - a. Provide leadership and support to the program directors and the Self-study Committee.
 - b. Work with program directors and the Self-study Committee.
 - c. Report progress of the program review activities to the Dean.
8. **Role of the Program Director:**
 - a. Consult with the Academic Dean and Department Chair to appoint Chair and members of the Self-study Committee.
 - b. Work with faculty to and the Self-study Committee to prepare the Self-study Report.
 - c. Submit an electronic copy of the Self-study Report to the Office of Educational Effectiveness.
 - d. Work with the Self-study Committee to select the External Review Team and work with the team before, during, and after their site visit.
 - e. Submit an electronic copy of the External Review Report to the Dean and Office of Educational Effectiveness.
 - f. Work with faculty and deans to develop and approve the Action Plan.
 - g. Enter the Action Plan Summary recommendations into the AMS.
 - h. Keep the Action Plan up to date in the Annual Program Report. Due the end of every October.
9. **Role of the Program Review Committee, School Assessment Specialists, and the Office of Educational Effectiveness:**
 - a. Provide the current LLU Program Review Guide.
 - b. Provide consultation service to program directors and the School Assessment Specialists.
 - c. Facilitate communication between schools, programs and university officers.
 - d. Monitor progress of the program review process.
10. **Role of the Provost and the Office of Educational Effectiveness:**
 - a. Provide administrative support for program review.
 - b. Develop and facilitate inter-school sharing of review findings, results, and recommendations.
 - c. Receive and evaluate university level Action Plan items.
11. **Please follow the LLU Program Review Guide for the complete process with *all* of the details and clarifications.**
12. **Resources:**
 - a. Office of Educational Effectiveness: ext. 15042; assessment@llu.edu
 - b. [Program Review website](#)
 - c. [Assessment Management System](#)