

APPENDIX E

SUMMARY OF PROGRAM REVIEW ROLES & RESPONSIBILITIES

Program Review Coordinator(s)

- Establish a positive departmental climate for program review
 - Communicate the purpose, process, and value of program review to department staff
 - Promote a safe climate for inquiry and candid dialogue regarding departmental activities, organizational performance, strengths, and areas for improvement
 - Celebrate the achievement and commitment of the self-study panel members and departmental staff who participate in the program review process
- Ensure the development and implementation of a program review process and timeline that meets Student Affairs Program Review guidelines and expectations
- Collaborate with the department director on the following program review tasks:
 - Pre-review meeting with EMG
 - Development of program review budget and ensure the availability of departmental and/or divisional funds necessary to support program review activities
 - Selection of self-study protocol
 - Identification and recruitment of self-study panel members
 - Design and facilitation of an inclusive program review process that provides opportunities for staff members not selected as self-study panel members to contribute and/or participate in the process
 - Identification and recruitment of external review panel members
 - Establishment of external review site visit agenda
 - Presentation of self-study findings to EMG
- Facilitation of self-study review process
- Development of comprehensive Self-Study Report
- Preparation of external review site visit materials
- Serve as external review site visit host
- Co-facilitate with SAIRO the external review site visit orientation and wrap-up meetings for external review panel members

Department Director

- Establish a positive departmental climate for program review
 - Communicate the purpose, process, and value of program review to department staff
 - Promote a safe climate for inquiry and candid dialogue regarding departmental activities, organizational performance, strengths, and areas for improvement

- Acknowledge the time commitment associated with the self-study process, and allow self-study panel members to negotiate their professional responsibilities accordingly
- Celebrate the achievement and commitment of the self-study panel members and departmental staff who participate in the program review process
- Ensure the development and implementation of a program review process and timeline that meets Student Affairs Program Review guidelines and expectations
- Identify department program review coordinator
- Collaborate with the department program review coordinator on the following program review tasks:
 - Pre-review meeting with EMG
 - Development of program review budget and ensure the availability of departmental and/or divisional funds necessary to support program review activities
 - Selection of self-study protocol
 - Identification and recruitment of self-study panel members
 - Design and facilitation of an inclusive program review process that provides opportunities for staff members not selected as self-study panel members to contribute and/or participate in the process
 - Identification and recruitment of external review panel members
 - Establishment of external review site visit agenda
 - Presentation of self-study findings to EMG
- Submit list of potential external review panel members to the EMG for approval
- Ensure self-study process proceeds within established timeline
- Prepare external review panel invitation letters
- Submit copies of key program review documents (e.g., Self-Study Report, External Review Report, Action Plan) to appropriate members of Student Affairs leadership and SAIRO staff
- Develop and implement an action plan based on the results of self-study and external review reports
- Present program review summary and action plan to Student Affairs Executive Management Group

EMG Supervisor

- Along with the Departmental Director,
 - Establish a positive departmental climate for program review
 - Communicate the purpose and value of program review
 - Promote a safe climate for inquiry and candid dialogue regarding departmental activities, organizational performance, strengths, and areas for improvement
 - Acknowledge the time commitment associated with the self-study process

- Celebrate the achievement and commitment of the self-study panel members and departmental staff who participate in the program review process
 - Ensure the development and implementation of a program review process and timeline that meets Student Affairs Program Review guidelines and expectations
- Serve as the liaison between EMG and the department
 - Coordinate pre-review meeting
 - Coordinate self-study presentation
 - Submit external reviewer recommendations for consideration
 - Coordinate action plan/program review wrap up meeting
- Monitor and ensure self-study process proceeds within established timeline
- Ensure completeness of final self-study report

SAIRO

- Update and revise Student Affairs Program Review guidelines and materials in consultation with the Executive Management Group
- Provide department director and program review coordinator with copies of the program review guidelines
- Facilitate program review orientation meeting with department director and program review coordinator
- Facilitate additional program review orientation meetings for department staff/self-study panel upon request
- Serve as consultants to department regarding design and facilitation of inclusive, efficient, and timely program review process; integration of data into self-study report, etc.
- Compile institutional data and assessment/survey results relevant to departmental program review
- Facilitate data audit meeting to discuss integration of department and institutional assessment results into self-study process
- Review final draft of self-study report to ensure document meets program review guidelines and expectations. Provide constructive feedback on document if revisions are necessary
- Facilitate external review site visit planning meeting to review logistics and agenda
- Co-facilitate with department program review coordinator the external review site visit orientation and wrap-up meetings for external review panel members
- Provide open, clear, and consistent communication to department director and program review coordinator regarding program review guidelines, expectations and deadlines