

UNDERGRADUATE PROGRAM REVIEW ANNUAL COLLEGE-LEVEL REPORTING GUIDELINES

The associate dean of each college, along with the college consultant, will co-author a brief annual college summary report that synthesizes the issues and action items that are a result of the annual assessment activities of the undergraduate programs in the college, and any best practices identified by departments. That report will be sent to the college dean, the Dean of Undergraduate Academic Programs, the Council of Undergraduate Associate Deans and the Undergraduate Program Review Steering Council. By aggregating responses from these reports, we hope to identify opportunities for collecting data centrally when appropriate, other opportunities for making the assessment process more meaningful and efficient at the program level and university level, best practices (in particular, ones that are applicable across disciplines) and college-wide and university-wide opportunities for enhancement of undergraduate education. (For example, if the majority of programs in a given college find that communication skills are a problem, that college may seek help from the Campus Writing and Speaking Program to design a workshop or series of workshops to help address the concern.)

The college-level annual report is due by June 30th of each year and should include:

- 1) a brief description of the assessment activities conducted during the (academic or calendar) year by the programs within the college (including initiatives that programs plan to implement)
- 2) college-level issues and concerns (if any)
- 3) college-level action plans (if any)
- 4) best practices (if any)
- 5) opportunities for making university procedures more meaningful and efficient at the program level (include, for example, suggestions for programmatic data that could be generated centrally) (if any)
- 6) requests for funding to address issues raised in the review process (if any)
- 7) additional issues that potentially cut across colleges (if any).