UNDERGRADUATE CURRICULA REVIEW COMMITTEE (UCRC) PROGRAM REVIEW CHECKLIST

After submission, the UCRC will conduct a preliminary review using the following checklist. Incomplete self-studies will be returned to the program coordinator with a request to provide missing items.

A complete program review should contain the following items. Indicate ☑ for completed items.

PROGRAM NAME: DATE RECEIVED:

_____   _____

- ☐ **Program Review Transmittal Form** with Program Coordinator, AAC, and Dean signatures/dates
- ☐ **Dean/Director Letter of Transmittal** to the Faculty Senate President, including recommendations and findings
- ☐ Five (5) **Complete Sets of Binders** (-OR- two (2) complete sets of binders and one digital-media equivalent containing all the program review self-study documents)

Document List

- ☐ **Cover Sheet** with program name, college/school, review period (i.e., Fall 2005-Spring 2010), and complete contact information for program coordinator or self-study coordinator

- ☐ **Section I: Introduction and Program Mission** Address the program's success in implementing the goals and recommendations identified by the previous program review. This section should also set the context for the self-study's evidence, analysis, and recommendations.

- ☐ **Section II: Student Learning Outcomes for the Program (PLOs)** What does the program expect its graduates to articulate, demonstrate, create, and/or present upon completing their course of study, and how are these outcomes assessed?

- ☐ **Section III: Program Performance Goals and Indicators** Refer to pages 4-6 of the Undergraduate Program Review Handbook for content details.

- ☐ **Section IV: Future Plans and Budget Implications** Program response to lack of progress in certain areas and implementation plans, recruitment plans, implementation of assessment plan, program revision plans, etc.

- ☐ **Section V: External Review** The external examiner's report, along with the examiner's name, title, and institutional affiliation(s). *(For programs holding specialized accreditation, the accreditation report may serve as the external review.)*

- ☐ **Section VI: Further Information** Any response to reports or recommendations at any level may be added to the report by the program faculty via the program coordinator by notifying the PRT Chair. The Chair will then attach the document to the transmittal sheet and send a copy to the Dean.

- ☐ **Section VII: UCRC Report:** Leave a divider or space for the UCRC report.

REVIEWERS: REVIEW DATE:

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(Note: UCRC will not review any program until Sections **I-V** are complete.)