

Program Review Key Contacts

Office of Academic Review and Curricular Advancement (OARCA)

OARCA can answer questions regarding the budget for program review, as well as consultation on visiting external reviewers, student employee assistance and review coordinator compensation. OARCA can also assist your department in designing a research strategy for your program review. This may include discussing which issues are most pressing in your department and what tools may best illuminate those questions. Conversations with OARCA staff can help departments design effective research questions and understand the results. The Director of OARCA will also be present at the debriefing of the external evaluators and the later review meeting with the provost and dean. Refer to the Policy for Integrated Reporting Procedures for more information on the duties and responsibilities of the Director of the Office of Academic Review and Curricular Advancement.

Contact: Phil Kramer (x5289) or Ryan Kutter (x5147)

Dean

The Academic Dean should be contacted early in the program review process, and The Dean shares oversight and consulting responsibility with APSAC and OARCA. The academic dean will be present at the debriefing of the external evaluators and the later review meeting with the provost and dean. Refer to the Policy for Integrated Reporting Procedures for more information on the duties and responsibilities of the Dean.

Contact: Joe DesJardins or Mary Jo Waggoner (x5401)

Provost

The Provost will participate in a briefing interview with external reviewers, as well as a debriefing meeting near the end of the program review process that will include preliminary findings and recommendations. A final written report of the program review will also be sent to the Provost. Refer to the Policy for Integrated Reporting Procedures for more information on the duties and responsibilities of the Provost.

Contact: Rita Knuesel or Pam Reding (x5503)

APSAC

The Academic Policies, Standards and Assessment Committee is the faculty representative charged with setting the program review policy and providing general oversight of the process. Questions about timelines, content, and consideration for extenuating circumstances can be directed to the committee. The chair of APSAC will also be present at the debriefing of the external evaluators and the later review meeting with the provost and dean. Resources, including the program review policy and a list of current committee members, may also be found on

[APSAC's web page](#), which includes a link to the Dean's web page. Refer to the Policy for Integrated Reporting Procedures for more information on the duties and responsibilities of this committee.

Contact: Chuck Wright (x5069)

IT Services

IT Services can help you with the technical aspects of the [Forms](#) survey manager. This online program will allow you to easily survey students, staff or faculty about whichever aspects of your program you are interested in. Contact: IT Help Desk (x2228)

CSB and SJU Alumna/e offices

If your department would like to conduct a survey of your alums, the alumna/e offices will do much of the work for you. If your department provides the Alum office staff with the text of your survey they will administer an e-mail survey and return the results to you. If you plan a paper mailing their offices will provide a mailing list to the SJU campus mail center. The department doing the survey will need to provide the SJU mail center with return envelopes, copies of the survey and cover letter, and a budget number for doing the mailing. When contacting the alum office, be prepared to answer the following question.

- 0) Is the survey to be emailed out only, or do you want it mailed as well?
- 1) Do you wish to target all people within your major, or just those within a certain year range (e.g. 2000-2009 graduates)?
- 2) What is your timeline for the letters and/or emails – when do you wish for them to go out?
- 3) Do you wish for them to go to CSB alumnae as well as SJU alumni? (If the answer to this is “yes,” which it typically is, Michael Halverson (SJU) will field the request and make contact with Jessie Sandoval (CSB) directly.
- 4) Have you created the survey online (e.g. through Survey Monkey), or is this something you'd like us to do?

The alum/advancement office would like to maintain control over their contact list and a degree of control over how much of a nuisance we can be to our graduates. If there's a reason the department needs direct control over some aspect of that process you may be able to negotiate something. Examples of surveys administered by other departments are available through OARCA. If you would like to pursue an alumna/e survey the contact person is Michael Halverson at SJU, who will coordinate survey work with his counterparts at CSB.

Contact: Michael Halverson (x2491)

Institutional Planning and Research

Senior Survey Data – IPR is able to provide a statistical report indicating how your department's students responded to the survey compared to all CSB/SJU seniors. The survey includes approximately 100 questions ranging from academic habits (engaged in related activities outside of class, integrated ideas from various sources, worked with faculty on scholarly project, etc.) to

extracurricular activities (volunteer service, participate in gender specific programs, developing leadership skills, etc.). This is self-reporting, a very indirect measure, and shouldn't be seen as a primary piece of evidence. That said, the reports may be very useful in affirming or questioning theories your department may have about student experiences.

Alum Survey – This was first administered in 2007 to a limited number of respondents. The survey may be of some use to larger departments at this point (who will have a higher and more statistically meaningful sample represented). In 3-5 years we plan to be able to aggregate data to provide meaningful sample sizes to smaller departments as well.

IPR would prefer that any requests for these data sets come through OARCA as a way of managing their workload and keeping communication consistent. If you would like to request one or the other of these reports for your department as part of your program review detective work just call or an e-mail Ryan Kutter (x5147). Ryan will work with IPR to get the reports to you. Expect requests to take two to 4 weeks to be fulfilled. January and July are the most convenient time for IPR to do this work, though some work on this can also be done at other times.

External Reviewer Travel, Meal, and Lodging Guidelines

Travel arrangements are to be made by the reviewer and reimbursed through the program review budget. Guidelines for meal reimbursements are based on per diem recommendations from the Saint John's business office. The per diem for a full day of travel is \$45, and further guidelines can be found on the business office's web page.

For issues of cost, hospitality, and maximizing the reviewer's time available on campus, we strongly recommend lodging accommodations on campus. At SJU, departments should contact and make arrangements with the Abbey Guest House (guestmaster@osb.org). Details on accommodations are available at <http://www.saintjohnsabbey.org/guesthouse/>. At CSB, contact the Residential Life Office at ext. 5580 and let them know you would like to make a reservation for the guest suite. The CSB guest suite is located in the Wirth Apartment building (108) and offers a small kitchen, bathroom, living room, and sleeping accommodations for one (there is a queen bed provided in the bedroom, there is a hide-a-bed with a queen size pullout in the living room as well). Please make reservations at least two weeks in advance in order to ensure arrangement can be made to have the suite ready for the guest. Check in time is anytime after 4 pm and we ask that guests depart no later than 11am. Please make arrangements to get your key when making your reservation. Most often the reserving department will pick up the key the day of the reservation and have someone to meet their guest and show them to the suite once they arrive to campus. The suite is \$30.00 per night for all guests, no tax is charged to departments if paid through a budget.

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