Program faculty prepare for program review by writing a single report. If you have already addressed in Part 1, any information required in Parts 2 (sections 1-6), please refer to the page number(s) which has (have) the information. UCC considers the pedagogical and fiscal viability of the program. When preparing a written report for Program Review, the report must contain the following in the order below:

Part 1: College Section of Program Review Report
Use the guidelines that already exist in the appropriate College Council for writing a report for program review. If the college section does not have a summary and brief description of the program(s) being reviewed, provide that in the beginning of Part 2 of the UCC section.

Part 2: UCC Section of Program Review Report (Must Follow this Format; Narrative Plus Relevant Information as Appendices)

Section 1: Fit with Mission, Values, Vision and Strategic Issues (Appendix III)
Explain how your program fits with your college’s mission and strategic plan and the university’s mission, and strategic plan (values, vision and strategic issues). See Academic Planning Handbook Appendix III. Address only those areas that are appropriate for your program.

Section 2: Previous UCC Program Review
The last UCC response report will be provided to you. Explain how you addressed the challenges and recommendations listed in that report.

Section 3: Strengths and Areas for Continuous Improvement
List and provide a brief narrative for each of the strengths and areas for continuous improvement (i.e. challenges) of your program.

Section 4: Assessment
List and provide in a brief narrative the ways you assess your students throughout your program, and any other assessment tools you use to inform decisions regarding your program. Include appendices as appropriate. Include a written response from the University Assessment Council (UAC) regarding PARS (Program Assessment Reporting System) for the program(s) being reviewed. The PARS report and UAC’s response can be in the appendices.

Section 5: Financial Reports, Enrollment, Graduation and Related Data
The UCC Chair contacts NLU’s comptroller and requests that financial data (i.e. program margin reports) is provided for 5 years prior to the review year. The UCC Chair contacts the university’s Office of Institutional Research (IR), for enrollment data broken out by program, degree and location, graduation data broken out by program and degree, as well as other relevant data for 5 years prior to the review year. Include all financial data and data from IR in the report, as well as your comments and feedback regarding the data. Your analysis of the data and the implications for your program are key. All data will be obtained for faculty to assist in analysis of fiscal viability, enrollment and graduation trends, and program viability.

Section 6: Program’s Future Plans for Enrollment and Other Initiatives
Describe how your program will address its areas for continuous improvement, and how you will meet external market needs, threats and trends with regard to enrollment, program revisions or additions, or ideas for new programs. In addition, provide a list with a brief description of the program’s future plans and initiatives.

Note: In addition to the written Program Review Report outlined above, faculty must provide a written narrative response from the College Council and a written response from the College Dean. All program review materials must be submitted to the UCC chair electronically (word format) 2 weeks prior to the date UCC will review the program. If any materials are missing, the faculty contact person will be asked to provide that information in time for the scheduled UCC review. If that is not possible, the review will be rescheduled.