

Considerations in Developing Program Review Team Reports for IUI¹

Program reviews at IUPUI are periodic, improvement-oriented processes aimed at enhancing the program's effectiveness. We conduct such reviews of academic departments/programs, research centers/institutes, co-curricular/student affairs programs/services, and other campus support units. The process is both reflective and regenerative for the program; we do *not* take a "justify your existence" mentality with program reviews.

Each program has its own unique context, activities, outcomes, and stakeholders. As a result, we provide flexibility in developing the program reviewers' final report. Keep in mind the *primary audience* for the report is colleagues in the program, including program leadership. Please adopt a consultative, improvement-minded perspective and address the report to your peers. A *secondary audience* includes both leadership in the unit in which the program resides and IUPUI campus leadership. All audiences appreciate a succinct, well-written report to which all members of the review team contribute. Review team reports are due within one month of the site visit. The Program Review Coordinator will confirm the "due date" with the Review Team Chair following the conclusion of the site visit.

Executive Summary

Provide an executive summary to serve as cover material for the final report. In the executive summary, include the following:

- The top strengths (3–5) of the program, as evidenced by the program review process.
- The top challenges (3–5) of the program, as evidenced by the program review process.
- The top issues or opportunities (3–5) emerging from the program review.
- The review team's top recommendations for the program, prioritized as appropriate.

Review Team Final Report

Following are some general elements for inclusion in the team report:

- A brief recap of the program review process, including highlights from the self-study, stakeholders consulted during the site visit, and supplemental materials reviewed.
- Responses to questions posed to the review team in the program's self-study.
- Priorities and recommendations for the program to consider adopting. These could be organized:
 - By *major themes*, including addressing either a situational analysis (internal strengths and weaknesses; external opportunities and threats) or as a summary of what is working well and areas for improvement;
 - By *pillars of the IU Indianapolis 2030 strategic plan*, focusing on student success and opportunity, transformative research and creativity activities, and service to our state and beyond;
 - By *stakeholder groups consulted*, including students, faculty, campus partners, and community partners;
 - By *recommendation audience*, including program leadership, unit leadership, and IUPUI campus leadership;

¹ Inclusive of IU Columbus and IU Fort Wayne

- By *time/cost horizon*, ranging from immediate/low-cost to longer-term/high-cost implementation; or
 - Any *combination of the above* that emerges based on how the review unfolds.
- Finally, we recognize all programs could likely benefit from an infusion of resources, including people, money, and space. Please be judicious in making any recommendation contingent on resource (re)allocations. Whenever possible, offer creative recommendations or opportunities for how programs can maximize existing resources or pursue alternative revenue streams in advancing their respective mission(s).