FRESNO STATE
Discovery. Diversity. Distinction.

Program Review Orientation

Program Review Officers:

Dean Bernadette Muscat, Undergraduate Studies

Interim Dean Sergio La Porta, Graduate Studies

Program Review Coordinator:

Celeste De Monte

Program Review Website:

fresnostate.edu/academics/curriculum/prog-review/

Division of Academic Affairs

Program Review

Procedures and Guidelines for Review of Academic Programs

Accredited Programs > | Non-Accredited Programs > | CGE/Interdisciplinary Programs >

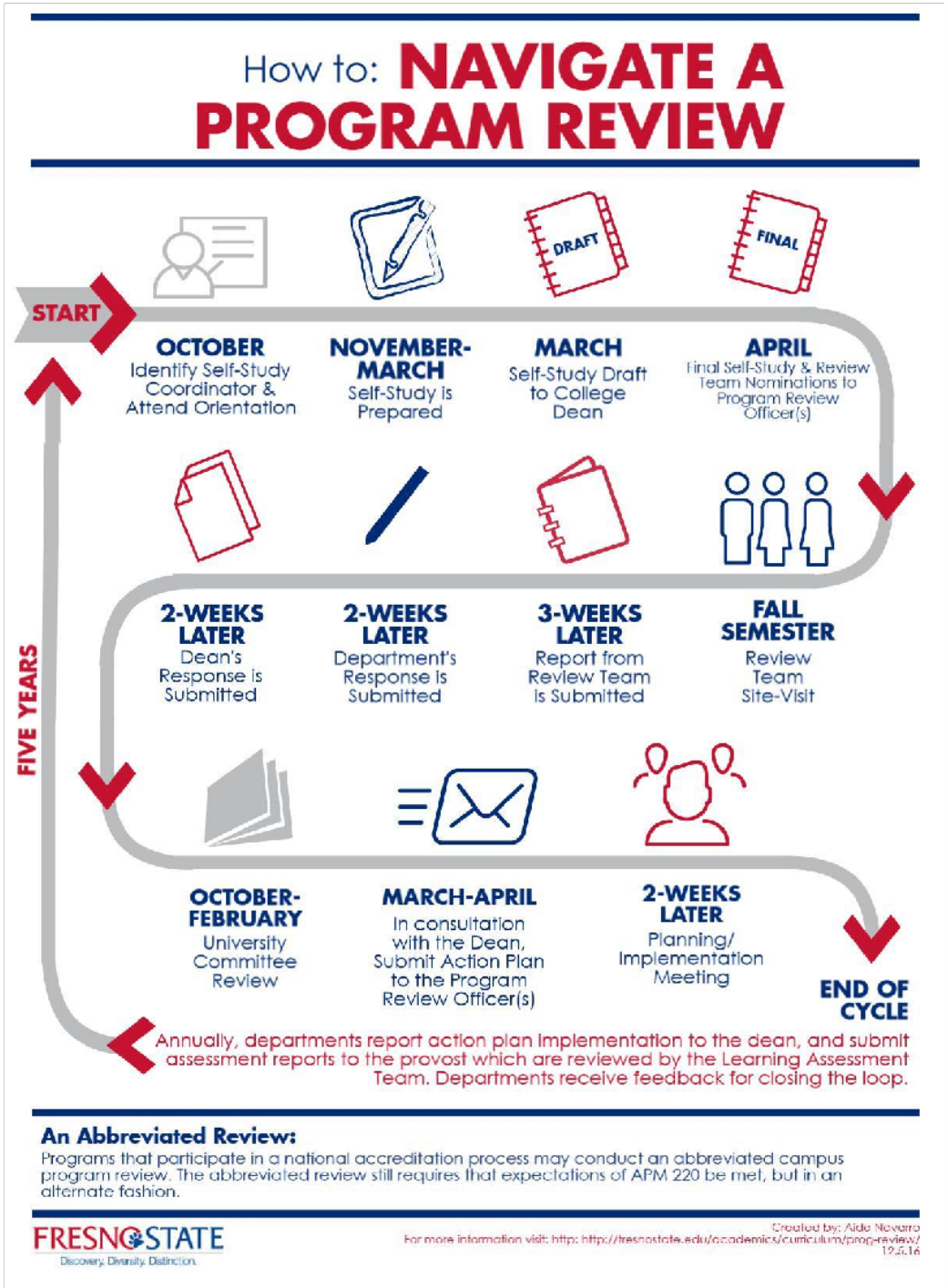
Orientation

- Orientation

Academic Program Review Schedule

- College of Arts and Humanities
- College of Health and Human Services
- College of Science and Mathematics
- College of Social Sciences
- Jordan College of Agricultural Sciences and Technology
- Kremen School of Education and Human Development
- Lyles College of Engineering
- Sid Craig School of Business
- Special, CGE, and Interdisciplinary Programs

Program Review Timeline




START
DRAFT
FINAL
OCTOBER
Identify Self-Study Coordinator & Attend Orientation
NOVEMBER-MARCH
Self-Study is Prepared
MARCH
Self-Study Draft to College Dean
APRIL
Final Self-Study & Review Team Nominations to Program Review Officer(s)


YEARS
2-WEEKS LATER
Dean's Response is Submitted
2-WEEKS LATER
Department's Response is Submitted
3-WEEKS LATER
Report from Review Team is Submitted
FALL SEMESTER
Review Team Site-Visit


FIVE
OCTOBER-FEBRUARY
University Committee Review
MARCH-APRIL
In consultation with the Dean, Submit Action Plan to the Program Review Officer(s)
2-WEEKS LATER
Planning/ Implementation Meeting
END OF CYCLE
Annually, departments report action plan implementation to the dean, and submit assessment reports to the provost which are reviewed by the Learning Assessment Team. Departments receive feedback for closing the loop.

Elements of the Self-Study

- One self-study for each degree (including stateside and self-support)
- Self-study template
- OIE dataset

Self-Study Template Instructions

Enter Degree Name

Program Review Self-Study

Enter Department Name

Enter Date

I. Introduction and Overview of the Program 2
II. Previous Action Plan of Recommendations from Prior Review 2
III. Departmental Description and Evaluations of the Program 2
A. Mission and Goals of the Program 2
B. Effectiveness of the Instructional Program 2
C. Recruitment, Retention, Graduation, and Student Services 3
D. Faculty Effectiveness in Research, Scholarly, and Creative Activities 4
E. Resources 4
IV. Plan for the Next Review Period 4
i. Recommended Changes to Mission and Goals of the Program 4
ii. Recommendations to Improve Effectiveness of Instructional Program 4
iii. Resources 4
V. Additional Issues 5
VI. APPENDIX A: VISITING TEAM REPORT AND ACTION PLAN FROM PRIOR REVIEW 6
VII. APPENDIX B: STANDARD DATA SET 7
VIII. APPENDIX C: CURRENT ASSESSMENT PLAN (SOAP) 8
IX. APPENDIX D: DEPARTMENT DATA FROM THE BUDGET BOOK 9
X. APPENDIX E: FACULTY PROFILE 10
XI. APPENDIX F: FACULTY VITAE 11
XII. APPENDIX G: (Optional) FACULTY HIRING PLAN 12
XIII. APPENDIX H: (Graduate only) GRADUATE POLICIES 13

Template Revised 12/06/2025

I. Introduction and Overview of the Program

Enter Introduction/Overview

II. Previous Action Plan of Recommendations from Prior Review

Discuss action items from the prior review action plan, the progress made, and the reasons for any incomplete action items. Include the prior team report and action plan in **Appendix A**.

Enter

III. Departmental Description and Evaluations of the Program

A. Mission and Goals of the Program

1. *Alignment of the Program and the University's Missions and Goals*

Enter

2. *Alignment of the Program and the College/School Goals*

Enter

3. *Reflection of Any Recent Changes in the Discipline*

Enter

B. Effectiveness of the Instructional Program

1. *Summary of Student Learning as Assessed Through the Program's Student Outcomes Assessment Plan (SOAP) and any resulting changes based on that learning. Include the program's SOAP in **Appendix C***

Enter

2. *Curriculum*

a. *Structure/Coherence of Instructional Program and Reflection on Culminating Experience Outcomes*

Enter

b. *Subprograms and EO 1071 Compliance (Options, Concentrations, Special Emphasis)*

Enter

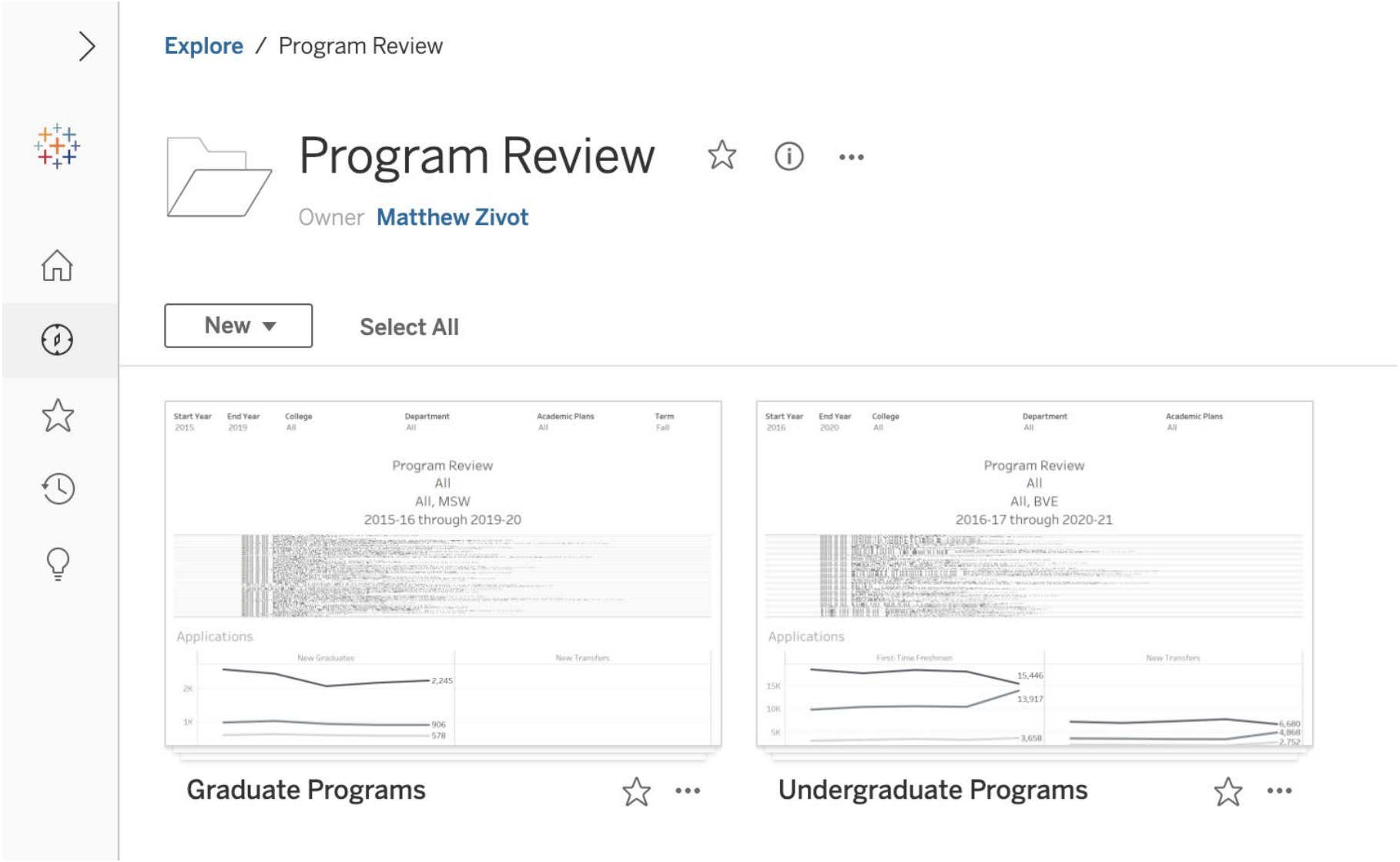
c. *Cooperative Efforts with Other Academic Programs – Joint Degrees/Minors/Certificates, Service Courses (major courses offered for other programs)*

Enter

d. *General Education and University Graduation Requirement Courses*

Enter

OIE Dataset


Explore / Program Review
Program Review
Owner Matthew Zivot
New
Select All
Start Year 2015
End Year 2019
College All
Department All
Academic Plans All
Term Fall
Program Review
All
All, MSW
2015-16 through 2019-20
Applications
New Graduates
New Transfers
2,245
906
578
Graduate Programs
Start Year 2016
End Year 2020
College All
Department All
Academic Plans All
Program Review
All
All, BVE
2016-17 through 2020-21
Applications
First-Time Freshmen
New Transfers
15,446
13,917
3,658
6,680
4,868
2,752
Undergraduate Programs

Review Team


Planning a Program Review Site-Visit
Periodic program reviews provide a mechanism for faculty to evaluate the effectiveness, progress, and status of their academic programs on a cyclical basis. A critical component of this process is the Program Review Site-Visit. The Site-Visit allows a review team to examine the self-study, visit the program, meet with a number of constituents, and prepare a report.
SELECTING THE
REVIEW TEAM
In consultation with the department faculty and dean, the chair will submit a list of 3 nominees in the following categories
Off-Campus
Expert in the discipline under review who has experience with student outcomes assessment in that discipline
On-Campus
Faculty member from within the school or college of the department under review
On-Campus
Faculty member from the campus but outside the school or college of the department under review
Use the online *Review Panel Nomination Form
Non FERPing Faculty
No conflict-of-interest (i.e. former employee)
If on sabbatical, faculty must seek approval from home university to serve as external reviewer with Fresno State
Frequently Asked Questions:
Q: Who pays for department meals?
A: No funds have been set aside for entertainment and it is not expected or encouraged. If faculty members wish to go out to dinner or lunch with the visitors, they will be responsible for their own expenses.
Q: Who pays for off-campus reviewer's expenses?
A: The university has allocated funds to reimburse the external reviewer for travel related expenses including his/her meals.
Q: Who makes travel arrangements?
A: The Program Review Coordinator makes travel arrangements and will process reimbursement for, ONLY, the external reviewer.
Q: Who will contact the review panel?
A: Once the list of nominees has been submitted to Program Review Officer(s), the Program Review Coordinator will make contact with nominees for participation confirmation.
Useful Contacts:
Program Review Officers:
James Marshall (Graduate) - jamesm@csufresno.edu
Bernadette Muscat (Undergraduate) - bmuscat@csufresno.edu
Program Review Coordinator:
Theresa Taliaferro - theresataliaferro@csufresno.edu
Library Tours
Julie Hernandez at 278-2209
Office of Institutional Effectiveness
278-3906
Campus Catering
278-4634
The Agenda:
Meetings 1, 4, and 9, below, will be scheduled in advance and a tentative agenda will be sent to department Chair. The department will then be responsible for arranging the remainder of the agenda.
1. Visit with Review Officer(s)
2. Tours of Facilities & Library
3. Visit with Dept. Chair
4. Visit with School Dean
5. Visit with Faculty Members
6. Visit with Students
7. Course Syllabi and Student Work
8. Review Panel's Report
9. Exit Meeting
A Note on Hospitality:
Please coordinate faculty members to serve as local hosts who will pick-up out-of-town visitors at their hotel, escort them to meetings, arrange return transportation, and lend general assistance.
* Forms and complete Procedures and Guidelines can be found at:
http://fresnostate.edu/academics/curriculum/prog-review/
FRESNO STATE
Discovery. Diversity. Distinction
Created by: Aide Navarro
12.5.16

SELECTING THE

REVIEW TEAM

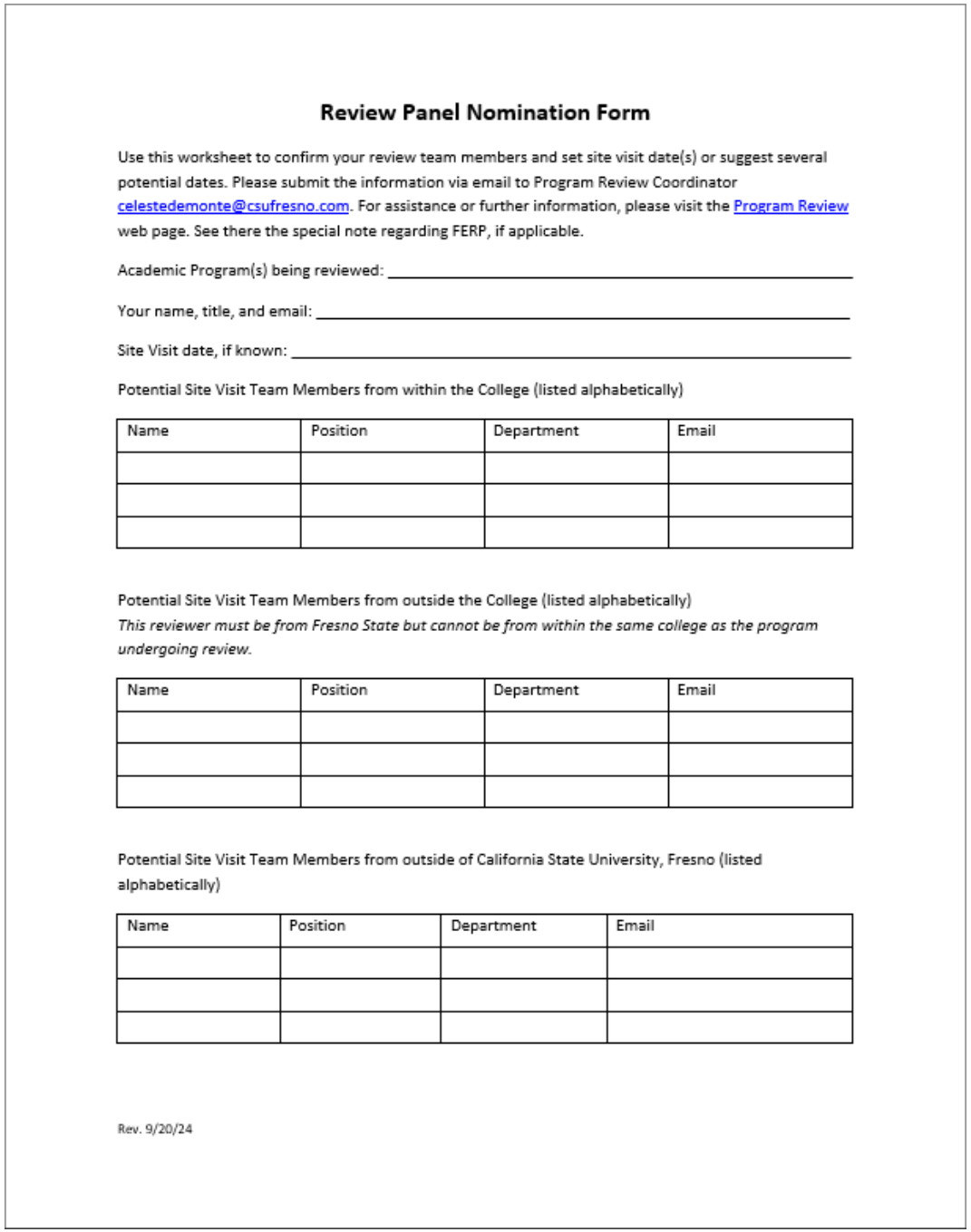
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Off-Campus	On-Campus	On-Campus
Expert in the discipline under review who has experience with student outcomes assessment in that discipline	Faculty member from within the school or college of the department under review	Faculty member from the campus but outside the school or college of the department under review

Use the online *Review Panel Nomination Form

- Non FERPing Faculty
- No conflict-of-interest (i.e. former employee)
- If on sabbatical, faculty must seek approval from home university to serve as external reviewer with Fresno State

Review Panel Nomination Form (PDF)



Review Panel Nomination Form

Use this worksheet to confirm your review team members and set site visit date(s) or suggest several potential dates. Please submit the information via email to Program Review Coordinator celestedemonte@csufresno.com. For assistance or further information, please visit the Program Review web page. See there the special note regarding FERP, if applicable.

Academic Program(s) being reviewed: _____

Your name, title, and email: _____

Site Visit date, if known: _____

Potential Site Visit Team Members from within the College (listed alphabetically)

Name	Position	Department	Email

Potential Site Visit Team Members from outside the College (listed alphabetically)
This reviewer must be from Fresno State but cannot be from within the same college as the program undergoing review.

Name	Position	Department	Email

Potential Site Visit Team Members from outside of California State University, Fresno (listed alphabetically)

Name	Position	Department	Email

Rev. 9/20/24

Abbreviated Program Review

What to do…

Prepare Timelines Prior to External Accreditation Review as described on the Program Review of Accredited Programs website. Provide the following documents for review:

1. Evidence of National Accreditation. Typically, this is a letter to the President from the accrediting board.

2. A copy of the Site Visit Report completed by the accrediting body.

3. A memo pointing to where APM 220 expectations are addressed in the national accreditation documents.

4. An up-to-date SOAP (student outcomes assessment plan) submitted for posting on the OIE website. The SOAP must use the university template.

5. A five-year analysis of enrollment trends, graduation rates, and achievement gaps using the OIE program review data set as a reference. The analysis must include action plans to address managing enrollment in light of capacity, increasing graduation rates, and closing achievement gaps.

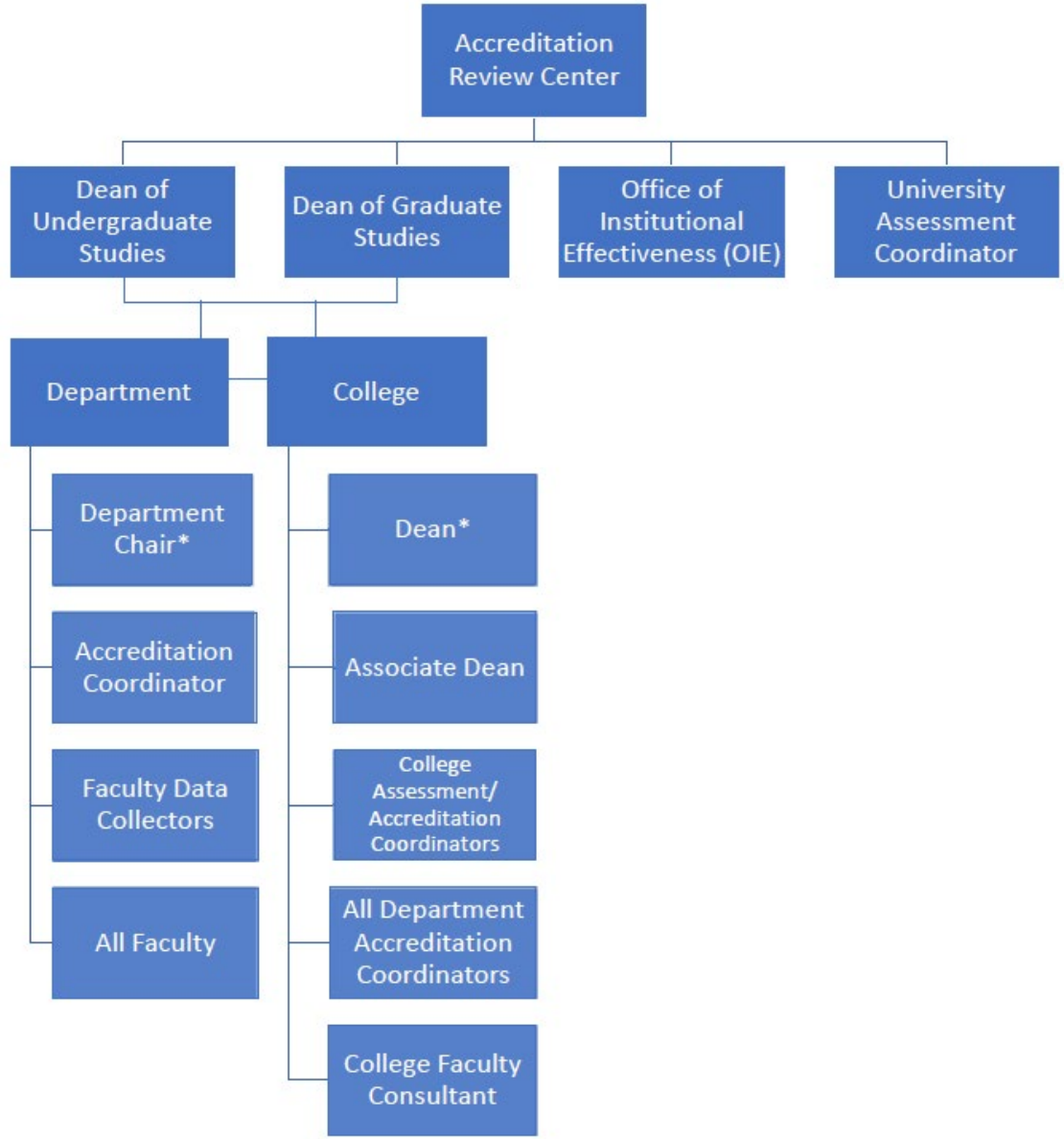
Accreditation Review Center

Established 2019

California State University, Fresno

Accreditation Process

Draft: Oct. 25, 2021 Office of Undergraduate Studies



** Final approval (at appropriate level)*

Meeting Timeline Prior to External Review

Department

Months	Meeting Schedule
Months 13-24	2/semester
Months 7-12	3/semester
Months 3-6	1/month
Months 1-2	1/month and as needed

College

Months	Meeting Schedule
Months 13-24	1/semester
Months 7-12	2/semester
Months 3-6	1/month
Months 1-2	As needed

Internal Accreditation Signature Form

Program	Status	Date
	Review in: ◯ draft form ◯ final form	

Please ensure that all requirements for compliance have been reviewed. All signatures must be obtained before responding to the accrediting body. Your signature on this form signifies that you have read and agree to the contents of the accreditation proposal as submitted.

❑ Department

Accreditation Coordinator

Department Chair

❑ College

College Assessment Coordinator

Associate Dean

Dean

❑ Accreditation Review Center

NOTE: One or both Dean of Undergraduate/Graduate Studies may be required, depending on the program reviewed.

Dean of Undergraduate Studies

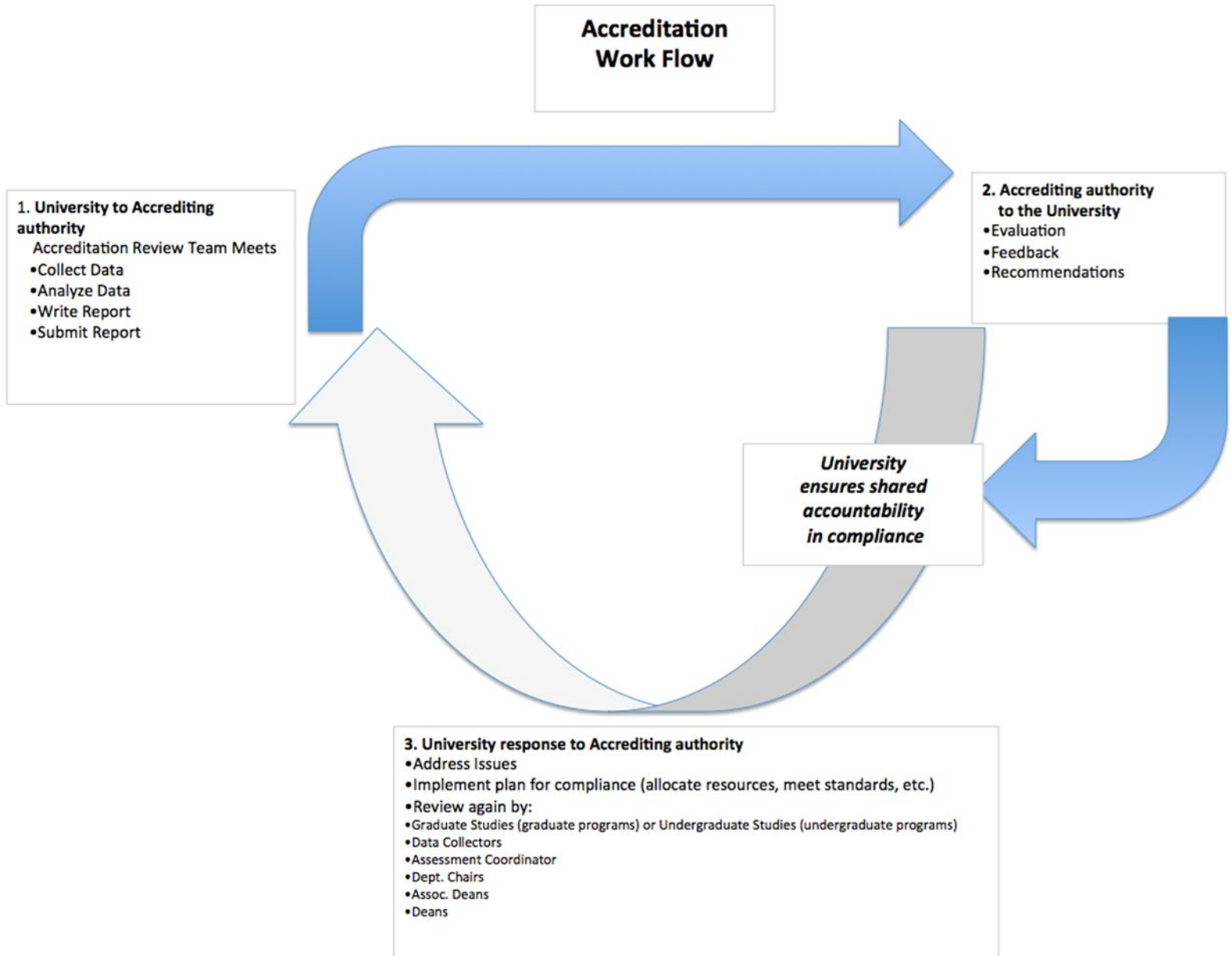
Dean of Graduate Studies

Office of Institituional Effectiveness (OIE)

Assessment Coordinator

Accreditation Work Flow

Draft: Aug. 19, 2019. Office of Undergraduate Studies.



CGE and IS Program Review

For Continuing and Global Education and Interdisciplinary Studies…

1. Required to undergo program review every five years beginning fifth year after program effective date as approved by Chancellor's Office or when program is offered and in Catalog, whichever is later.

2. The individual coordinating the degree serves as lead for program review process.

3. Coordinator may designate another faculty teaching in the program to serve as lead.

4. Coordinator (or designee) may delegate work associated with program review process to others affiliated with both the degree and Fresno State.

5. Coordinator (or designee) must follow program review guidelines as appropriate for accredited or non-accredited programs.


Q&A
When?
Why?
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Thank You