

## Writing the Program Review Report

One of the primary responsibilities of the program review team is to produce a report based on the program's self-study and on what the team members learned about the program during their visit. The review agenda provides time for reviewers to draft their report before the external reviewer(s) depart. Writing a report involves all members of the review team.

### Format of Report

The report typically consists of:

1. *An introductory paragraph.* This paragraph establishes the context of the report, including the date of the review, names and university affiliations of the reviewers, and a preview of the review.
2. *Strengths of the program.* The strengths related to faculty, research, students, curriculum, etc. are typically presented in bullets.
3. *Areas for improvement.* Improving a program depends on identifying aspects of it that should be improved. Reports usually provide evidence of this area for improvement gathered from the self-study or meetings during the review.
4. *Recommendations for improvement.* Typically, a recommendation accompanies each area for improvement. Recommendations are the most important part of the review report because they become the basis for a plan of action to improve the program. Therefore, recommendations should be clear and concrete in their depictions of what faculty in the program (or the college or the university) should do to improve the program.

Areas for improvement and recommendations are often presented in categories, such as *Faculty, Students, Curriculum and Instruction, Research, and Facilities.*

### A Process of Writing the Report

Here is a one possible process for writing the review report:

1. The review team together brainstorms areas for improvement and recommendations for each of the areas. One team member takes notes and turns those notes into a preliminary draft.
2. The team together reviews the draft and revises it.
3. Once the draft is satisfactory, the team members decide on how to present it to deans and faculty; typically members divide the report into sections and team members present their section(s); an alternative approach is for one external reviewer to present the findings.
4. After the review, one team member takes the draft and adds the introductory paragraph and revises the report for clarity, concision, and grammatical correctness. He or she sends the next draft to the other team members.
5. The other team members add their revisions.
6. The process of revising and circulating drafts continues until all team members accept a final draft.