To maximize the unit’s benefit from the program review process and to ensure the most productive use of all (internal and external) parties’ time, the program review process should focus on four to six key issues the unit is facing and for which the unit could benefit from receiving external feedback. Before beginning the self-study document, we ask that each unit first identify the key issues on which the self-study document and meetings with external advisors will focus. The supervisory unit leader (e.g., Dean of the College for a department program review) and Provost will also provide input on the unit’s key issues. Once all three parties are aligned on the unit’s key issues, the unit may begin creating the self-study document.

Please complete the table below and email it to Andrea Swanagan, Strategic Planning Program Director, at aswanagan@nd.edu. If you have any questions, please do not hesitate to contact Andrea at 574-631-2490.

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| Key Issue | Unit Goal(s) Impacted by Key Issue | Feedback Requested |
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