



August 31, 2023

From: Kevin B. Vichcales, Ph.D.  
Associate Provost for Undergraduate and Graduate Education  
SACSCOC Liaison

To: Deans

Re: 5-Year Program Reviews 2023-24

As part of the University of the Incarnate Word's commitment to educational excellence and support for a culture of assessment, we allocate time every five years to deeply assess program goals and student learning outcomes using the 5-Year Program Review template (see attachment).

The template itself is nearly identical to that used in prior years with only minor edits. In 2020-21 a question pertaining to the impact of the Covid-19 pandemic was added. Other questions encourage the use of narrative and/or conclusions taken directly from the program's most recently submitted Academic Master Plan (AMP).

In recent years the most frequently asked questions pertained to the primary purpose and intended audience of the form. The main goal of assessment is always to help students learn. The reporting process is, therefore, designed to: (a) facilitate related dialogue between program faculty (and their deans); and (b) encourage them to use current information about student learning assessment to improve their programs. Of course, these reports are also of interest to a wide range of other key stakeholders including current and prospective faculty members, current and prospective students, as well as any others directly involved in accreditation efforts.

Another frequently asked question pertained to the required length of responses to the questions posed on the form. Report authors should feel free to keep their responses succinct. In many cases, two to three paragraphs or a bulleted list will suffice. It is allowable, perhaps preferable, to focus on highlights of particular interest to your dean and/or other faculty members who teach related coursework with you.

Please review the template and next steps outlined on the following page. If you have any questions, please feel free to contact me at your convenience. For your information, the Provost's Office is creating a Canvas site which will contain information pertinent to this process, provide easy access to communications and templates. More information regarding the site will be forthcoming upon completion. I wish to take this opportunity to thank you for your assistance with facilitating UIW's 5-Year Program Review process.

## SUGGESTED NEXT STEPS & TIMING

Step	Description	Timing
<b>1. Share Materials</b>	Distribute the assessment template, my cover memo, and this schedule to colleagues who teach in your program.	ASAP
<b>2. Reflect on Prior Years</b>	Look back to prior years to see what assessment efforts were undertaken and what improvements were made as a result. Also review related information contained in your most recent AMP.	ASAP
<b>3. Reflect on the Requirements of each Question on the Template</b>	Consider what information you already possess (as well as what might still be needed) to address each question asked on the template. Begin related discussions with your peers who teach in the program.	Mid-Fall
<b>4. Schedule a Help Session (If needed)</b>	Schedule a help session with Dr. Vichcales at <a href="mailto:vichcales@uiwtx.edu">vichcales@uiwtx.edu</a>	Mid-September or Early October (or when ready)
<b>5. Complete 5-Year Program Review</b>	Working with your peers as needed, begin the process of responding to the questions asked in each section of the template. This is, of course, an iterative process. It is probably best not to attempt it in one (or even two) sittings.	Late Fall 2023/Early Spring 2024. Consider sharing the work with your peers and dean at the final department meeting of the year.
<b>6. Submit Completed Report</b>	Send electronic copies of the completed 5-year Program Review template to your dean. Please cc Kevin Vichcales on that submission.	May 1, 2024