

Program Review Charter

for the San Francisco Conservatory of Music

Purpose and Mission:

Program Review improves the educational experience of our students through departmental self-reflection and assessment on a regular basis; new decisions, programs, and actions based on evidential claims; and use of program review results to inform planning and budgeting.

Goals:

- To enact departmental practices that will improve student learning and student success
- To validate the current program and directional aspirations of the department
- To improve faculty function and morale
- To plan and budget for new programs in support of departmental goals
- To engage in meaningful discussions of available departmental data

Program Review Process

Each department will take one academic year to complete a thoughtful and thorough self-study, to be performed every five years. The department heads will engage their faculty in discussion using a guide provided by the director of institutional research (DIR) and other data collected from the DIR, departmental faculty, and other administrative departments. These discussions will lead to a written report and proposed departmental budget, reviewed and approved by the dean and the Faculty Committee on Student Learning and Assessment.

An external reviewer will assess the report and participate in a site visit to make observations and recommendations. These will be incorporated into departmental action items. The reviewer will also provide a written statement to catalog his or her assessment. The dean and DIR will follow up with each department to track progress on action items year-to-year. The relative success of any new endeavors or initiatives will be evaluated at the time of the department's next program review.

In addition to departmental review, the DIR will engage in an assessment of the program review process. This will take place in the fifth year of the program review cycle, using a format similar to that of departmental program review. There will be discussions with appropriate constituencies, such as the dean and department heads, an external reviewer, and creation of new objectives and actions to improve the process.

Requirements to Participate in Departmental Review:

- Department must have been in existence at least three full years prior to department review
- Department must have either graduates or students who have had access to the department from their first term to the time they graduated or left the institution