Date: [date]

To: [Review Committee member], [title], Chair of the Program Review Committee

[Review Committee member], [title]

[Review Committee member], [title]

[GFEC representative (for graduate program reviews only)], [title]

From: [Name], Dean

Re: Program Review Committee for:

* [Degree name] – [major]
* [Degree name] – [major]

Program Review Report Due: [date]

Thank you for serving on the program review committee for the academic program(s) listed above. Information about program review in general is available at the university’s academic program review website at: <https://apir.wisc.edu/academic-planning/program-review/>. Guidelines for structuring the review committee report can be found at <https://kb.wisc.edu/vesta/template-review-committee-report>. You may also find it helpful to review the university’s [Advice for Program Review Committee Chairs](https://kb.wisc.edu/vesta/page.php?id=27625). The program(s)’ self-study and supporting documents are [attached to this memo or posted in Box].

Professor [name] will serve as chair. Program review provides an opportunity to analyze program quality and student learning, affirm ways that the program is working well, and implement improvements.

You should focus on evaluating the quality and function of the academic programs. To the extent that departmental matters (e.g., strategic planning, climate, facilities) affect academic programs, the committee should offer comment. However, the focus of your report should be on the academic programs and the student experience. To achieve that goal, we anticipate you will want to meet with the director, with faculty and staff, and with students in the program(s). You should hold as many meetings with as many people as you need to validate the documentation provided, comment on program quality, and tender advice about improvement.

Please prepare a brief report (2–10 pages). Rather than reiterating the self-study, your report should validate it and accentuate noteworthy topics (whether to be applauded or remediated) with particular regard to program quality and student learning. If a topic is not mentioned in the report, it will be interpreted as the committee’s endorsement of current practice.

Include the following topics in your report:

* A summary of the activities of the review committee and materials reviewed
* An evaluation of the strengths and weaknesses of the program(s)
* Recommendations for future directions
* [other specific issues]

Your report will be shared with the program to review for errors of fact. After any errors are corrected, the report will be presented to the school/college academic planning council. A summary will also be sent to the Office of the Provost [and the Graduate School (for graduate program reviews only)] for further governance review.

I would like to receive your report by [date]. If you have questions, please contact [name], who facilitates this process for the school/college. Thank you for your service in completing this review.

[Signature]

Attachments

[Self-study if not posted in Box]

Copies

[Name], Chair, [program under review]

Jocelyn Milner, Academic Planning and Institutional Research

Karen Mittelstadt, Academic Planning and Institutional Research

Parmesh Ramanathan, Graduate School (for graduate program reviews only]

[additional copies]