



Spelman College Academic Program Review

Tips for a Successful Self-Study

The purpose of ongoing academic program review is to systematically support improvement of academic units within the college. Departments may find that the self-study process and planning for completion of the narrative is the most valuable part of the process as it provides space for reflection, self-assessment and planning. It is an opportunity for a collective review and discussion of department or program goals, outcomes, processes and strategies by faculty, staff, and students.

Best practices for an efficient and effective self-study process:

- Identify opportunities to engage faculty in in-depth discussions surrounding department or program goals and priorities. Encourage open dialogue regarding processes and resources that promote program success. Such opportunities might include department retreats or meetings or during more informal meetings. Consider offering a training or informational session.
- Encourage faculty at all levels to take ownership of the self-study process. Identify faculty working groups to tackle sections of the narrative report. Convene periodic department meetings to provide updates from each working group and garner feedback from all members of the department faculty prior to completion of the report.
- Engage related departments or program with the planning process. When appropriate invite them to planning meetings.
- Students and staff should also be involved in aspects of the self-study process. Their input and voices can provide critical perspective that guide planning. The external review team visit should not be the only opportunity for students and staff to voice opinions about their department.