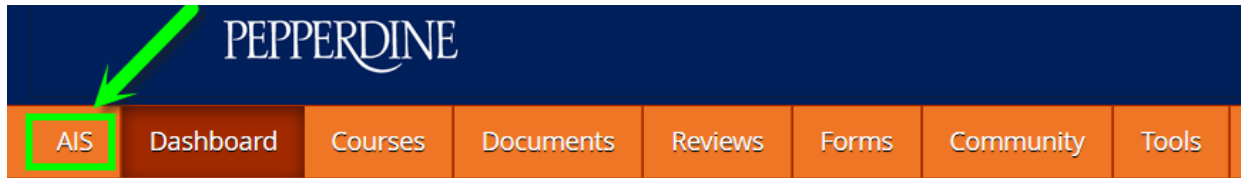
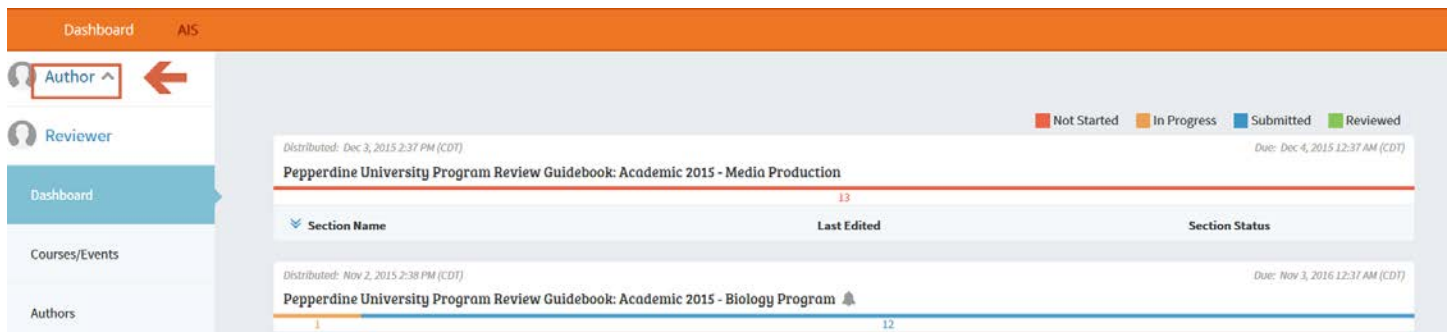


1. Log into an account with authoring permissions.

2. Click on AIS tab.

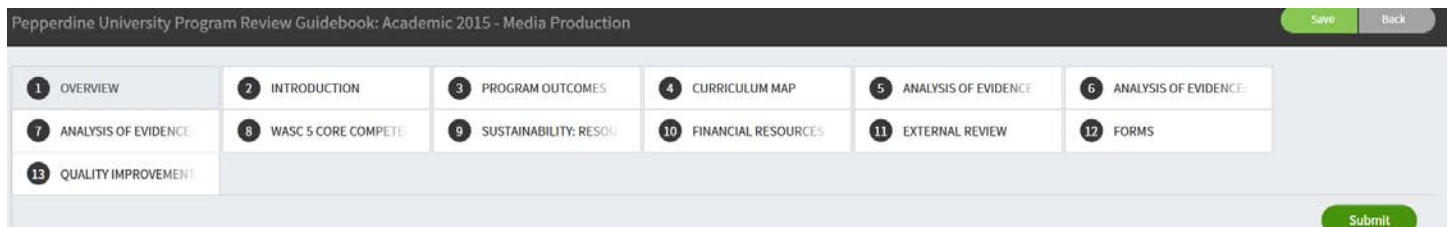


3. Make sure you're under the author view in the AIS.



4. Click on the title of the Template to access the template.

5. At the top of the page, authors can select which section of the Template needs to be completed.



6. To edit the template, simply type in the text box provided in the template. You can also attach any artifacts using the attachment module. This is a preliminary template; we can add more modules upon request.

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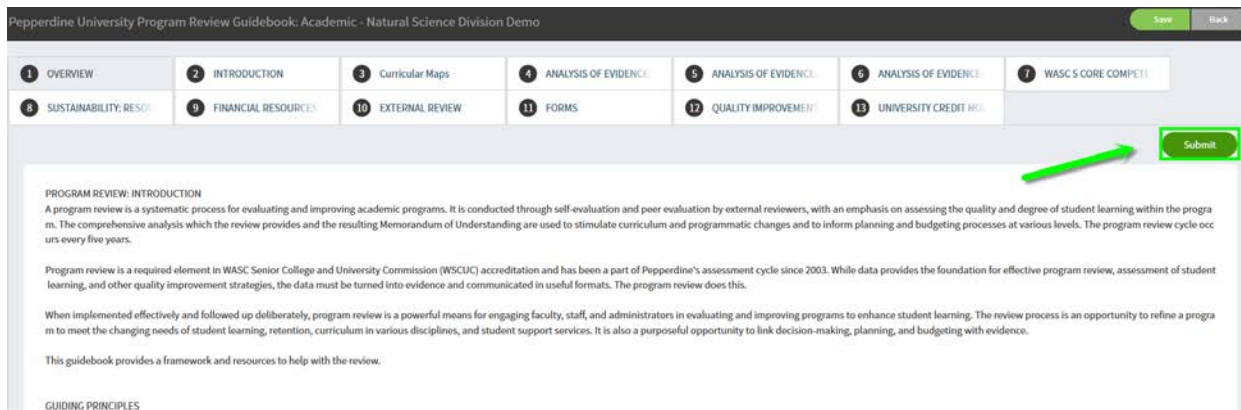
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AIS authors are able to submit each of the sections of the template to the Evaluator group when they are completed. This was designed to allow authors and contributors to continually work on the template using feedback from Evaluators.

- a. Click on the section of the template that is completed and needs to be submitted.
- b. Click on the Submit option.
- c. Repeat the process for additional sections.
- d. Edits can be made to submitted sections.



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1 OVERVIEW	2 INTRODUCTION	3 Curricular Maps	4 ANALYSIS OF EVIDENCE	5 ANALYSIS OF EVIDENCE	6 ANALYSIS OF EVIDENCE	7 WASC \$ CORE COMPET
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PROGRAM REVIEW: INTRODUCTION

A program review is a systematic process for evaluating and improving academic programs. It is conducted through self-evaluation and peer evaluation by external reviewers, with an emphasis on assessing the quality and degree of student learning within the program. The comprehensive analysis which the review provides and the resulting Memorandum of Understanding are used to stimulate curriculum and programmatic changes and to inform planning and budgeting processes at various levels. The program review cycle occurs every five years.

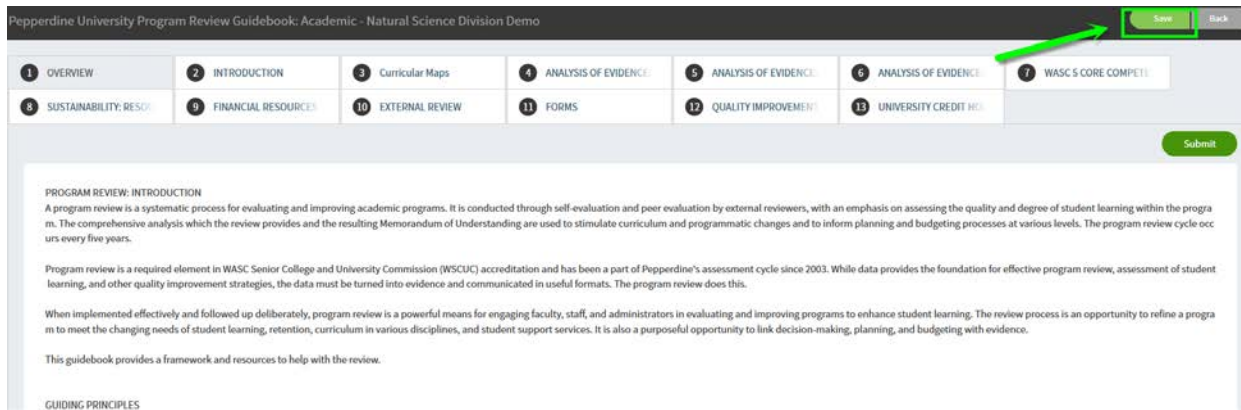
Program review is a required element in WASC Senior College and University Commission (WSCUC) accreditation and has been a part of Pepperdine's assessment cycle since 2003. While data provides the foundation for effective program review, assessment of student learning, and other quality improvement strategies, the data must be turned into evidence and communicated in useful formats. The program review does this.

When implemented effectively and followed up deliberately, program review is a powerful means for engaging faculty, staff, and administrators in evaluating and improving programs to enhance student learning. The review process is an opportunity to refine a program to meet the changing needs of student learning, retention, curriculum in various disciplines, and student support services. It is also a purposeful opportunity to link decision-making, planning, and budgeting with evidence.

This guidebook provides a framework and resources to help with the review.

GUIDING PRINCIPLES

8. Click Save to exit the template.



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Thank you.