

**Procedure for Study Abroad Program Review
Valparaiso University
Office of International Programs – Study Abroad**

Each study abroad program will undergo a systematic program review, according to the following procedure. There are several reasons for conducting these reviews. First, in an environment with scarce resources, university leadership must make decisions about allocating budget funds. Program reviews help inform these crucial decisions by providing clear assessments of each program's current challenges and potential opportunities. Second, by looking critically at our own programs, often in comparison to their counterparts on other campuses, we can improve the quality of these programs. This will ultimately benefit our students, as well as the recognition and reputation of the University. Third, program reviews create opportunities to advance the strategic initiatives of the University, which includes increasing participation in study abroad.

General Timeframe and Rotation

Each program will undergo a review every five academic years. A review may be done sooner at the discretion of OIP Study Abroad if the program is newer, or undergoes substantial changes, for example. This will consist of a comprehensive review, coordinated by OIP Study Abroad, of student program surveys, reports and information collected during any site visits, and any additional faculty/student input where applicable. Following completion of the review, OIP Study Abroad will then develop and submit a full written report to the Assistant Provost for International Affairs and the International Affairs Committee, that both details any comments relevant to the review and outlines a recommended action plan responding to any critical points contained in the review. Once the Assistant Provost for International Affairs and IAC accept this document, OIP Study Abroad begins implementing the approved action plan if applicable. OIP Study Abroad will continue to keep the Assistant Provost for International Affairs and IAC updated on the progress of its action plan. Any action plans should be taken into account as part of the next formal program review.

Program reviews will generally follow this rotation:

2017-2018 Hangzhou Study Center, VIEP in China, San Jose Study Center, Kansai Gaidai University Exchange

2018-2019 Augsburg College: Southern Africa, Budapest Semester in Mathematics, CISabroad Semesters in Limerick & Newcastle, College Year in Athens

2019-2020 UDLAP Exchange, Vina del Mar Exchange, Zaragoza Exchange, Central College in Granada, VIEP-Spanish

2020-2021 Cambridge Study Center, Reutlingen Study Center, VIEP-German & EIB-German Anglia Ruskin Exchange, Hochschule fur Kirchenmusik Exchange, La Rochelle International Business Exchange, L'université Cergy-Pontoise Exchange, Universität Tübingen Exchange, University College Utrecht Exchange, Boston University Paris Internship Program, IESabroad Nantes, VIEP-French

Outline of the Process

- OIP Study Abroad prepares a self-study during the Summer & Fall Semester of the review year.
- Also in the Fall, OIP Study Abroad submits recommendations to the Assistant Provost for International Affairs of those that should be involved in the review process, if necessary.
- OIP Study Abroad submits their report document to the Assistant Provost for International Affairs no later than January 15.
- The Assistant Provost for International Affairs works with OIP Study Abroad to submit the report to IAC during the February meeting to solicit their comments and feedback and final approval of the report.
- The Assistant Provost for International Affairs and OIP Study Abroad meet to discuss the final approved report and develop an action plan.

- The recommended action plan is submitted to IAC for the May meeting for final approval. IAC will also approve the timeframe for the next review cycle, which is usually in five academic years, but could be requested on a different timeframe if the group so approves.
- The plan is implemented and regular progress reports are given to the Assistant Provost for International Affairs and IAC until complete.
- The process repeats itself in the beginning of the next review cycle.

Content of the Report

The report coordinated by OIP Study Abroad adheres to the following table of contents. Some elements of this report consist of existing documents that require little or no additional commentary. Other elements will require narrative explanation. OIP Study Abroad may include additional supporting materials in the appendix.

Table of Contents

I. Background Information

- a. Program and/or Partner Name and Location
- b. Brief Program History
- c. List of On-site Staff, any closely affiliated on-campus faculty/staff, and the OIP Study Abroad Program Advisor
- d. Non-Academic Program Details (housing, additional activities/inclusions, etc.)
- e. Student Enrollment Data

II. Student Learning and Data

- a. Study Abroad Learning Objectives
- b. Current Assessment Plan and Recent Results
- c. Discussion of Results

III. Curriculum

- a. Course Offerings
- b. Discussion of Curriculum Strengths
- c. Possible Curriculum Gaps

IV. Program Assessment

- a. Areas of Strength
- b. Areas of Weakness
- c. Main Contributions to Study Abroad/the University
- d. Areas of Potential New Opportunity/Collaborations
- e. Overall Program Health