

Graceland University  
**PROGRAM REVIEW QUESTIONS**  
 Administrative and Support Programs

	Complete in		
Suggestions for Timelines →	8 Wks.	1 Sem.	1 Ac Yr
<b>1. Mission and Institutional Fit</b> 1a) Briefly describe the program, identifying any subunits and the specific role each plays at Graceland. 1b) What key stakeholders (students, alumni, parents, employers) require ongoing attention program? 1c) How does the program advance Graceland's mission, values, and/or strategic plan? How is the program designed to help students succeed? 1d) In what ways does the program serve, support, or collaborate with one or more other Graceland program(s) to help students succeed? 1e) Describe any adverse effect that the elimination of the program would have on Graceland's ability to help students succeed.	Wks 1-3	Wks 1-4	Sep
<b>2. Relevance</b> 2a) Describe the scope of the program over the past 5 years. How has the program evolved in response to changing demands/needs of today's students? ...other stakeholders that were identified in 1b? 2b) To what extent is there a discernible demand or need for the program and how successfully has the program met that demand/need? 2c) Identify the source of professional best practices that inform this program. Explain how those standards have been used to assess and maintain the ongoing quality of the program. 2d) How is stakeholder interest expected to evolve in the future, e.g.: will it decline, remain the same, increase? What will changes mean for the program?	Wks 2-5	Wks 4-7	Oct
<b>3. Effectiveness</b> 3a) What evidence exists that the program accomplishes its objectives? 3b) How is stakeholder satisfaction assessed and addressed? Discuss findings and provide examples of changes that have been prompted by those findings.	Wks 4-6	Wks 6-9	Nov
<b>4. Efficiency</b> 4a) The offices of Institutional Effectiveness and Human Resources have provided data regarding your Program (attached). The Vice President for Business Services will assist with a budget analysis. 4b) To what extent does the program have the personnel, technological, and other resources it needs to help accomplish objectives? What risks could be minimized if more resources are available? 4c) What efficiencies in the way the program is operated are beneficial to the program and to Graceland as a whole? How can other efficiencies in the program or in collaboration with other programs be realized?	Wks 5-7	Wks 9-13	Dec - Jan
<b>5. Strengths, Weaknesses, Opportunities, Threats</b> 5a) List each sub-program's most valuable strengths (attributes of the program that are helpful to achieving program objectives) & weaknesses (attributes that are harmful to achieving objectives)? 5b) List each sub-program's most important opportunities (external conditions that are helpful to achieving program objectives) & threats (external conditions that are harmful to achieving objectives)?	Wks 1-3; tweak Wks 6-7	Wks 1-3; tweak Wks 12-13	Sep; tweak Feb
<b>6. Strategic Planning</b> 6a) Based on this review, identify at least 3 objectives that will enable the program to further one or more of GU's 5 strategic goals in the next 5 years. Together, these will be considered the unit's Strategic Plan. 6b) Identify at least one recommendation for enhancing quality and/or efficiency at Graceland.	Wks 6-8	Wks 12-14	Mar
Questions? Contact Katie Clauson Bash, 641.784.5064, <a href="mailto:clauson@graceland.edu">clauson@graceland.edu</a>			