

Procedure for the Periodic Review of Programs

**of Université Saint-Joseph de Beyrouth
(Saint Joseph University of Beirut)**

I- INTRODUCTORY REMARKS

The review of a program aims at its constant improvement in terms of the criteria that define its quality:

- Relevance to the University's mission and vision, as well as to the needs of the society and the job market.
- Consistency between the expected Program Learning Outcomes (POs), i.e. Competencies and the courses taught, as well as between the expected Course Learning Outcomes (CLOs) and the content, teaching methods and assessment methods used to assess student learning.
- Effectiveness in meeting Targeted Attainment Levels.
- Efficiency in using invested resources.
- Stakeholders' productive participation.
- Transparency in communication.
- Sustainability of ongoing improvement mechanisms.

Program review includes the assessment of competencies acquired by students¹, which should precede it.

II- GENERAL GUIDELINES

- Each program is reviewed every 6 years in accordance with a calendar drawn up for all institutions by the Program Commission, in coordination with the Deans and Directors.
- Accredited programs or programs in the process of being accredited follow the calendar and requirements of the accreditation agency. However, the assessment of competencies is compulsory, even if it is not required by the accreditation agency.
- The review of a program stretches over two academic years.
- It is recommended that all programs within a department or institution adopt the same calendar for a given cycle. Bachelor and Master programs can be evaluated at the same time.
- Self-assessment is carried out by an academic team which drafts a Self-Study Report. This self-assessment is followed by an external review carried out by an External Review Commission.
- The results of the assessment are then integrated into institutional planning and budgeting as part of the University's quality management system.

III- INVOLVED BODIES

- The **Programs Commission** informs the institution of the review calendar and oversees program review. It appoints an Assessment **Coordinator** for each program or set of programs. The **Coordinator** performs the functions detailed in Appendix 1 on behalf of the Program Commission.
- A **Program Self-Assessment Commission (PSAC)**², appointed by the Head of the Institution upon the approval of the Institution Board, steers the program review and draws up the Self-Study Report according to a form³ provided by the University.
- An **External Program Review Commission (EPRC)** draws up an External Program Review Report according to a form⁴ provided by the University, after having read the Self-Study Report and visited the institution in question. The members of this Commission are selected by the Coordinator from a list provided by the institution, including assessors who are necessarily external to the program or department. However, ideally, these assessors should also be external to the institution or University.

1. Refer to the document: [Competency Assessment Policy](#)

2. The same PSAC may evaluate several programs.

3. Refer to the [Self-Study Report Template](#)

4. Refer to the [Refer to the External Program Review Report Template](#)



IV- PROCEDURE AND TIMELINE

Program review stretches over two academic years, according to the following timeline:

- September – October of the first year:
 - The Program Commission:
 - o Appoints the Coordinators tasked with monitoring the review of the programs in question;
 - o Informs the Deans and Directors of the programs that require review.
 - The PSACs are formed within the institutions.
- November of the first year – October of the second year:
 - The PSAC carries out the self-assessment and drafts the Report.
 - Follow-up is ensured by the appointed Coordinator.
- February of the first year:

The Coordinator and the Head of the institution form the EPACs for the programs in question.
- October of the second year:

The PSAC submits the Self-Study Report to the Coordinator, who then forwards it to the EPAC.
- November and December of the second year:

The EPAC reviews the Self-Study Report, after which it may request additional information.
The Coordinator, in collaboration with the institution, schedules the EPAC's visit to the institution in question.
- January and February of the second year:

The EPAC visits the institution. The visit ends with a meeting during which it presents a general summary of its assessment.
- March of the second year:

The EPAC submits its Report to the Coordinator, who then forwards it to the institution in question. The institution may respond within one month.
- May and June of the second year:

The Coordinator reads the exchanges between the institution and the EPAC, and submits the conclusions and recommendations to the Program Commission.

APPENDICES

Appendix 1

Tasks of the Program Assessment Coordinator

On behalf of the Program Commission, the Coordinator carries out the following tasks:

- Monitoring, together with the Program Self-Assessment Committee (PSAC), the smooth running of the self-assessment and the drafting of the Self-Study Report.
- Selecting the members of the External Program Assessment Committee (EPAC), from a list provided by the Head of the institution, including assessors who are necessarily external to the program or department. However, ideally, these assessors should also be external to the institution or University.
- Receiving the program's Self-Study Report and forwarding it to the EPAC.
- Ensuring that the EPAC's visit is well organized.
- Receiving the EPAC's Report and forwarding it to the PSAC.
- Submitting the conclusion of the exchanges between the institution and the EPAC to the Program Commission.

Appendix 2

Institution Support:

- **Documents:**

- [Self-Study Report Template](#)
- [External Program Review Report Template](#)

- **Training and guidance for institutions that wish so:**

- Program review
- Competency assessment

- **Data:**

- Survey results: outgoing-students, alumni, employers
- Information system data: average duration of studies, student retention rates, etc.

- **Financial Resources:**

- Budget for expenses related to visits from external assessors.
- Remuneration or reduction of the teaching load granted to instructors in charge of drafting the Self-Study Report, to Coordinators and to other stakeholders.