

## Chapter 6: Closing the Loop

The final step in the departmental/program review process involves working with the Dean of the Faculty to create a Memorandum of Understanding. The findings and recommendations of the department/program self-study, the internal review report completed by the members of the Assessment Committee, and the report of the external reviewer inform discussion with the Dean about assessment planning and resource allocation decisions. In the cohort model, these discussions should occur during the fall semester of Year 2 as the department/program reflects, plans, and potentially revises curriculum, procedures, policies, etc. More specifically, it is expected that

- By September 30<sup>th</sup> of Year 2, the Department/Program will review the internal review and the external review reports and submit a “Response to the Internal/External Review” to the Dean of the Faculty. The scope and breadth of this response document will depend on the contents of the self-study, internal review, and external review reports; however, there are three primary functions of the document.
  - The document should inform the Dean of the Faculty of department/program assessment plans (i.e., a schedule) for Years 3 through 5 of the assessment cycle
  - The document should facilitate discussion between the Dean and the department/program about resource allocation decisions
  - The document should include a draft Memorandum of Understanding (MOU)
- During October and November of Year 2, the Department/Program Chair will meet with the Dean to discuss the review (i.e., the self-study, internal review report, external review report, and the response document) and resource allocation.
- By the end of the fall semester of Year 2, the Dean and the Department/Program Chair will have finalized and signed a Memorandum of Understanding.

For sample MOUs, see Appendix 1j: Memorandum of Understanding (MOU)