



Program Review in Planning & Self-Study

**Intro for Department Chairs,
Program Directors, and Assessment
Coordinators**

*Office of Assessment & Strategic Initiatives,
Marshall University*

Spring 2026



What will this training cover?



- In this training, you'll learn how to build and submit your program's 5-year Program Review in P&SS.



Log in

1. **Log in through MyMU**
2. ***At the right side of the screen, under “Employee Quick Links,” click on “Watermark”***
3. ***Click on Planning & Self-Study (see screenshot on the right)***

Welcome to Watermark!

Choose your Watermark Product:

Planning & Self-Study

Welcome to Your **Lead** Home Page!



As a lead of a program, you might see three areas in your system.

My leadership: Showcases each area (e.g. program) where you are placed as a lead, with links to any projects and charts showing their progress.

Enter Program/Profile Progress: Allows quick links to all items in the program.

Service & committee involvement: Calls your attention to tasks related to self-studies and program reviews.

My Leadership
View and access the courses, programs, or organizational you lead. You will receive guided prompts and tools for effective leadership. Navigate to their profiles to access more insights about its progress, success, and improvement.

BusinessAdmin
Program - Jane Davis

PROJECTS IN PROGRESS

- Academic year 2023-2024**
Organization included 0 outcomes being assessed
Outcome Progress and Results
There are no outcomes for this plan.
- Business**
Organization included 0 outcomes being assessed
Outcome Progress and Results
There are no outcomes for this plan.
- Review 23-24**
Organization included 0 pieces of evidence
Narratives by Narrative Status
Not Started In Progress Complete

PROFILE PROGRESS

- Mission View Mission
- Outcomes
- Outcomes Mapped Create Map
- Curriculum Map Edit Map

Service & Committee Involvement

Access your service tasks such as self-study and program review commitments.

Active

SACSCOC

3/75 narratives in progress
1 piece of evidence added
Last edited 06/24/2024 4:06 PM

Marshall University note:
If you haven't already set up your
Organization in P&SS, please start
with that step before beginning
your Program Review.



Program Review

An internal self-study that allows expanded analysis and narrative to assess a program or organization

Welcome, Lester Lead!

Note from Your Administrator

Reminder: All non-instructional plans are due by December 15, 2025.

My Leadership

View and access the course(s), program(s), or organization(s) you lead. You will receive guided prompts and tasks for effective leadership. Navigate to their profile(s) to access more insights about its progress, success, and improvement.



BA in English

Program - Lester Lead

ENTER PROGRAM

PROJECTS IN PROGRESS

2023-2033 Strategic Plan

5 Strategic Initiatives | 7 Strategic Goals

Outcomes Mapped to Strategic Goals

Not Mapped Mapped



Academic Program Plan 2024-2025

1 organization included | 0 outcomes being assessed

Outcome Progress and Results

There are no outcomes for this plan.

Academic Program Plan 2025-2026

PROFILE PROGRESS

Mission: [View Mission](#)

Outcome: 1

Outcomes Mapped: [Create Map](#)

Curriculum Map: [Edit Map](#)

Program Review: Accessing the Program Review

If your *P&SS Administrator* has added your program into a Program Review Cycle, you will see this on your home page.

Program Review allows you to **write a narrative** and **share evidence** regarding your program. Your Administrator set up a comprehensive template for you to discuss specific topics.

 SS/Liberal Arts Programs 2023-2025

2 organizations included | 6 pieces of evidence

Sections by Narrative Status

 Not Started  In Progress  Complete



Program Review: Overview

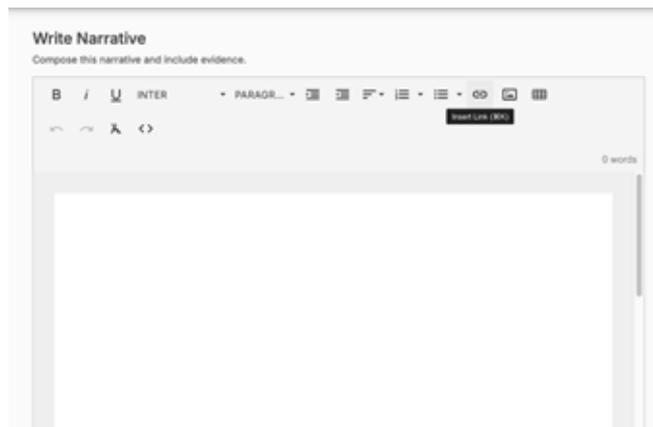
Once you enter the program review, you will see a **list of topics** from the template on the left. Each topic can be addressed by clicking the “Write Narrative” button on the top right.

“**Write Narrative**” will take you to a rich text editor screen that will allow you to answer the prompts.

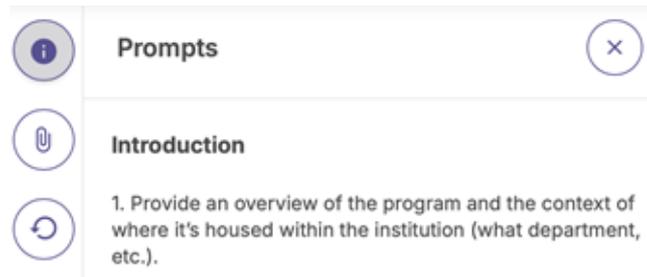
There are text formatting options, as well as the ability to include pictures and tables.

The screenshot displays the Program Review interface. On the left, a sidebar contains a list of topics under the heading "Overview". The topics are: Introduction (selected), Introduction, Program Mission Statement, Alignment to Institution Mission, Student Learning Outcomes Assessment and Curriculum, and Faculty Qualifications, Activities and Scholarship. An "EXPAND ALL" button is located at the top of the sidebar. On the right, the main content area shows the "Introduction" topic, which is marked as "NOT STARTED". It includes a "PREVIEW NARRATIVE" button and a "WRITE NARRATIVE" button. The "Introduction" section contains the prompt: "1. Provide an overview of the program and the context of where it's housed" with a "...Read More" link. Below this, the "Details" section shows the "Narrative last updated:" field, the "BA in Mass Communications Leads:" section with a list of names (Alex is a Lead, Jessica Rodriguez, Nelly Chavez, Patricia Garcia, Rita Suarez) and a "Show all leads (6)" link, and the "Evidence:" section with "0 Documents" and a "MANAGE EVIDENCE" button.

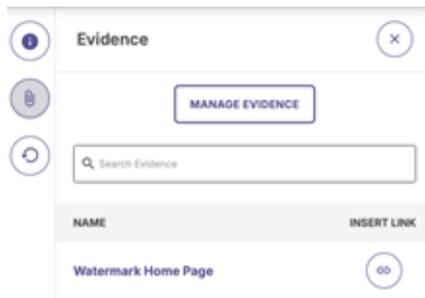
Program Review: Rich Text Editor Screen Options and other Tools



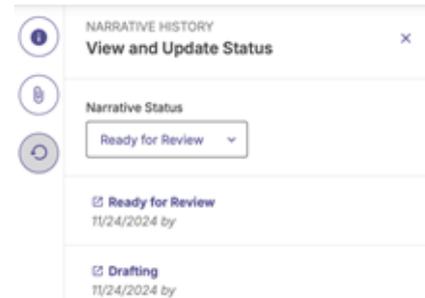
Prompts will display the question you need to address.



Evidence will allow you to upload files from your computer, or a URL. You can embed these into your narrative.



Narrative History serves as version control in case you want to look back at previous versions of your report.



Marshall University note: Some of the Smart Connections won't be in use for 2026-27 program reviews.

Program Review: Smart Connections

Program Review makes use of “Smart Connections.” There are **6 Smart Connections** built into the template that will display information about your program. This information is pulling into your program review based on information that has been added into **Organization Management and Plans.**

Smart Connection	Where would that information originate?
Program Mission Statement	Requires you to add a Mission Statement to your Program
Alignment to Institution Mission	Requires a Mission Statement at the Program Level and the Institution Level
Program Student Learning Outcomes	Program outcomes must be assessed in your assessment plan (outcomes need to be marked as Met/Not Met)
Curriculum Map	Curriculum Map must be generated
Measures and Results	Requires the creation of an assessment plan
Action Items and Use of Results	Requires the creation of Actions in an assessment plan

What sections will the Program Review include?



- Your program's template will be available to you by May 1, 2026.
- The 2026-2027 Program Review template will be very similar to those used in previous years at Marshall.
- Marshall's Program Review template is designed to meet the expectations of our accreditor (HLC) and the State of West Virginia.

Program Review: Export Options

From the Overview section, you will see an **Export** button at the top right.

You can choose to download the report as a PDF or a Word document.

You can also choose if you want to export the entire document, or specific sections.

Note: you can choose to exclude evidence or include it.

If you include evidence, you will need to add a password.

Export Settings

CHOOSE HOW YOUR PROGRAM REVIEW REPORT WILL BE EXPORTED

File Format

PDF

- PDF
- Word Document

Evidence Options

Do not include evidence

Section Options

All Sections

Evidence Options

Do not include evidence

- Do not include evidence with this export
- Open evidence links online

Online Evidence Password

Enter your password

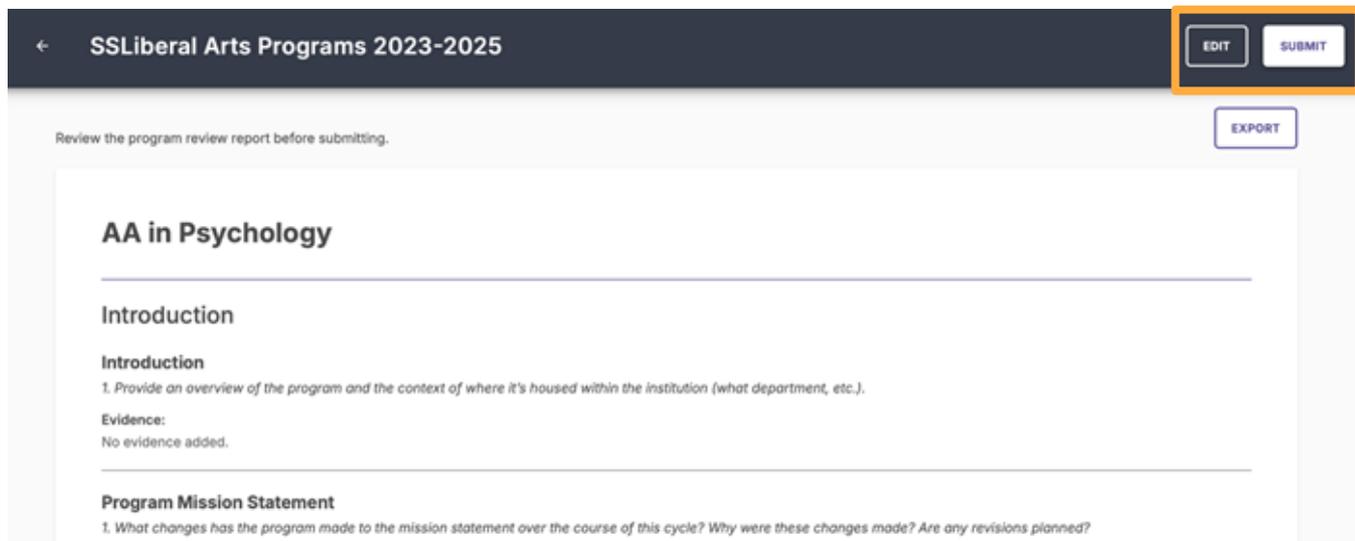
Anyone viewing evidence files online will need this password to access them. Editing the password will affect any other exported versions of this report.

- Include evidence sections if no evidence exists

Program Review: Submitting your Report

You will see a **Review and Submit** button at the top right of your screen that will allow you to alert your Administrator that you have completed your report.

You can **review** your report before submitting. You can then choose to **Edit** or **Submit** your report if it's ready.



The screenshot shows a web interface for submitting a program review report. At the top, a dark header bar contains a back arrow, the text "SS Liberal Arts Programs 2023-2025", and two buttons: "EDIT" and "SUBMIT". The "EDIT" and "SUBMIT" buttons are highlighted with an orange border. Below the header, a light gray bar contains the text "Review the program review report before submitting." and an "EXPORT" button. The main content area is white and contains the following text:

AA in Psychology

Introduction

Introduction

1. Provide an overview of the program and the context of where it's housed within the institution (what department, etc.).

Evidence:

No evidence added.

Program Mission Statement

1. What changes has the program made to the mission statement over the course of this cycle? Why were these changes made? Are any revisions planned?

*Note: If your administrator has set up a **feedback flow**, your report will then be seen by individuals that have been assigned as Reviewers to provide feedback.*

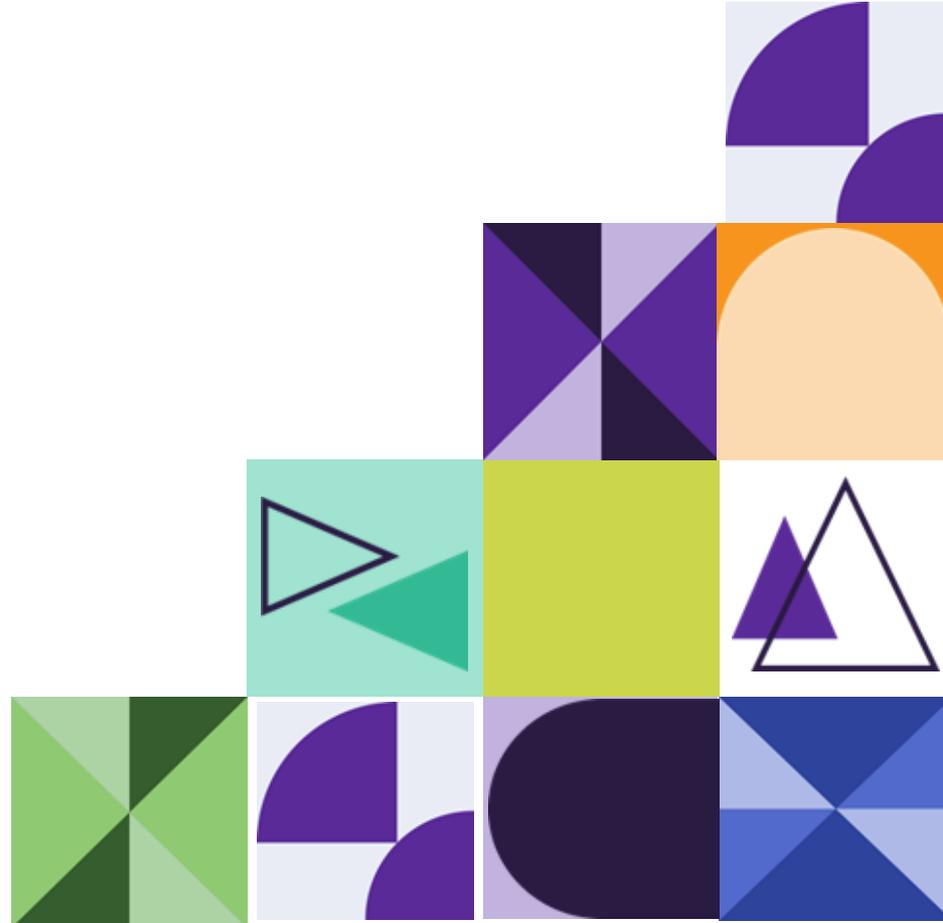
Questions about Program Review?

Email the Office of Assessment & Strategic Initiatives
(russell58@marshall.edu or careya@marshall.edu)



Thanks

FOR YOUR ATTENTION



watermark

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