

Academic Program Review Self-Study Template

Academic Program Review

Academic Unit / Department:

Level: Graduate or Undergraduate

Department Chair:

Chair of Self-Study Committee:

Self-Study Committee Members:

Submission Date:

Table of Contents

Executive Summary

Please provide an overall summary of the Self-Study report and identify strengths as well as priority recommendations. The executive summary should be on a single separate page.

Part I- Introduction & Overview

The Self-Study should begin with a brief history and overview of the program as well as the current status in order to establish the appropriate background and context for review. Include any unique and distinguishing characteristics of the program. In providing this narrative, the authors should assume that the readers are not familiar with the Institution so that adequate context is available in order to effectively evaluate the program.

The introduction and overview should include the following:

- Program Mission/Goals
- Contribution to overall institutional mission, vision and values
- Unique and distinguishing characteristics of the program
- Societal need, demand for program
- Admissions requirements for the program- how is the program attracting and retaining qualified students as evidence by admissions qualifications or exams etc. (as applicable)

Part II- Faculty/Department Profile

The narrative in this section should provide a summary of the teaching, research, scholarly enterprise and expertise of faculty for covering the breadth of the program's curriculum. This section should include a narrative responding to the faculty profile and faculty data provided. The data includes count of faculty by rank, full time/part time status, and credit hours or course count over the previous 5 years.

In addition, the faculty and department profile should include the following:

- Qualifications of faculty to teach the curriculum as indicated by earned academic degrees and professional certifications
- Investment in professional and scholarly development of faculty

Academic Program Review Self-Study Template

- Faculty performance in teaching effectiveness, student advising, scholarship, service as evidenced by scholarship, service endeavors, awards, honors, citations, grants, research contributions, publications,
- New scholarly directions, creative activities, research or plans for enriching the intellectual environment for the students or enhancing faculty

Part III- Program Profile

This section should discuss the degree offerings and how the program is responsive to changing educational needs related to new knowledge in the discipline. In addition, the degree requirements for the program should be articulated as well as any information or recommendations regarding the current course offerings

The program profile should include the following:

- Degree/certificate offerings - include tracks, concentrations, licensures, etc.
- Describe all Modes of Delivery for degree programs and indicate how they are supported
- Curriculum and Course descriptions: Curriculum and course descriptions; provide proposed curriculum revisions, as appropriate.
- Provide at least one year's worth of syllabi (Fall, Spring, Summer offerings)
- Opportunities for Students- as applicable, describe research, internship and other opportunities or potential opportunities available to students in the program
- Internal or external linkages- are there any linkages with other programs or institutions, include any co-sponsored programs, concentrations, cross-listed courses, field based projects outside the Institution, or any other arrangements that are beneficial to students
- Indicate peer, competitive and aspirant institutions and/or programs (per OIERP provided list)
- Curriculum comparison - compare curriculum to at least 2 other institutions from peer list. If the program does not exist, find another comparable program.
- Benchmarking- Indicate how the program compares to relevant performance standards either from comparable institutions, accrediting agencies and/or other authoritative sources.
- General Education courses – Identify courses offered as General Education courses and approximately how many students are served.
- Review Program level data and note trends, anomalies, concerns and/or opportunities for change.

Part IV – Student Profile & Performance

In this section, data is provided on student enrollment and graduation. The self-study report should provide a narrative to the data provided on students which includes:

- Admissions statistics for all programs within the institution
- Enrolled Students for the specific program under review: by declared and intended major
- Retention and Graduation Rates - note this metric is for undergraduate programs only
- Number of graduates by program.
- Course Completion (C or better) by course over last 5 years (in appendix)

In addition to the discussion on student data, the student profile section should also include the following:

Academic Program Review Self-Study Template

- Indications of how students are demonstrating mastery of knowledge: capstones; performance in the field; professional licensure exams (if applicable); professional achievements; publications; research; grant awards; achievements that are a direct result of the program, etc.
- Alumni information

Part V – Student Learning Assessment

This section should provide detail on how the program is assessed including assessment of student learning and assessment of any other support services or functions of the program. The narrative should demonstrate the extent to which the program is meeting its outcomes. Prior assessment reports should be included in the appendix as applicable.

The student learning assessment section should include the following:

- Assessment Process- Provide a brief overview of the Institution's procedures, criteria and methods for assessing student learning; indicate support structures and development for faculty to complete outcomes assessment.
- Program Student Learning Outcomes (PSLOs) - Indicate the PSLOs of the program; provide a program matrix showing the alignment of courses to PSLOs and/or provide curriculum maps indicating the level of learning (e.g. Introduced, Reinforced, Mastery).
- Direct and Indirect Assessment methods- Discuss the major direct and indirect methods used in the program and the overall results (include rubrics, as appropriate).
- Using assessment for improvement- Summarize the results of recent learning outcomes assessment and summarize key actions that were taken or will be taken as a result of what was learned in the assessment. Additionally, indicate how improvements are made to the design and delivery of the curriculum based on assessment, student outcomes, societal needs and demand for the program.
- Provide indications that the program is effectively meeting its educational and related purposes.

Part VI - Resources, Organization & Management

This section should discuss the resources of the program in terms of leadership, organization, and administrative support, equipment, learning spaces, technology, supplies and support for students.

The resources, organization and management section should include the following:

- Program Leadership and Organization- Provide a narrative on the ability, adequacy and qualification of the program leadership to plan and operate a coherent and effective program of study. Indicate the organizational and reporting structure within the program for decision making regarding program curriculum and offerings
- Facilities, Equipment, and Supplies (include list of instructional facilities in the appendix)- Describe the current facilities, rooms, labs etc. Indicate the adequacy of the space for an effective learning environment. Indicate the adequacy of equipment, materials and supplies to meet student needs and program objectives. Indicate the adequacy of computer, network, telecommunications and media technology available for student, faculty and staff. Indicate the adequacy of the technology infrastructure, as well as support for operation and maintenance of hardware and software.

Academic Program Review Self-Study Template

- Digital/Library resources- Describe the available resources and indicate the adequacy of student access to database for obtaining relevant information for research.
- Student Support Services - Indicate the available academic and student support services and staff available to students, indicate program orientation activities and other means of communicating with and supporting students. Indicate the effectiveness of the services and student support. Include a discussion on the student advising process and how faculty are engaged in the process.
- Fiscal Resources- Discuss institutional or department budget processes and cycle. Indicate the process for Department requests with regard to providing resources for the program(s).

Part VII – Future Outlook

This section describes the outlook for the program(s), societal demands, and future plans including plans for sustaining the program, recruitment activities and expectations for future growth. This section can also be used to address current concerns and issues as well as indicate how these will be addressed in the future.

The section on outlook & future plans should include:

- Program Viability and Sustainability- Discuss shifting trends, market forces and other future opportunities that might impact program viability and sustainability.
- Demand for the program- indicate demand for the program as evidence by external demands based on local, regional, national and global trends (as applicable.) Include any internal demands as reflected by students in the program.

Part VIII Conclusion and Recommendations

The conclusion should tie all the above parts together and provide a succinct and final narrative on the strengths, challenges, and directions for needed improvement and opportunities. It should also include any major recommendations resulting from the self-study, along with justifications, resource needs, and suggested actions for implementation.

Appendices- Please include all relevant support documents for the Self-Study Report. Examples of appendices include, but are not limited to:

- Faculty Vitae
- Student Learning Assessment Reports (3 years or more as applicable)
- Course Descriptions
- Student Survey Data (if applicable)
- Course Enrollment and Completion
- Program annual reports
- Course syllabi
- Program Strategic plan
- Publicity materials
- Prior self-study reports and external reviewer reports (if applicable)
- List of instructional facilities and resources (as applicable)