Program Self-Review Guidelines

All programs within an academic unit will conduct the self-review concurrently. Much of the data required for the self-review is provided by the Office of Institutional Research, the Office of Academic Development and Assessment, and the University Library in an electronic format that will be prepared and distributed to the academic unit. The Director of Academic Development and Assessment will provide guidance and answer questions during the program review process.

**TITLE PAGE** including the name of the academic unit, the college, contact information, and the website address for the unit.

**EXECUTIVE SUMMARY** for each academic program should very briefly summarize the academic unit description, faculty, and resources as well as the academic program curriculum, students, and graduates.

**SELF-REVIEW REPORT** examines trends for each degree program within the academic unit as defined by the first four digits of the corresponding CIP code for the past three years unless another timeframe is requested. The self-review should include the major headings noted below:

**Part I. ACADEMIC UNIT**
*To be completed for the academic unit as a whole*

A. **ACADEMIC UNIT DESCRIPTION**

1. Vision, mission, and goals
   Describe the vision, mission and goals of the academic unit and how the academic unit’s goals relate to the mission of the University and the College.

2. Strategic plan
   Attach a copy of the academic unit strategic plan in an attachment.

3. Degree and certificate programs
   List the degree and certificate program(s) offered by the academic unit.

4. Service course obligations
   If the academic unit has service course obligations to the general education core curriculum, to developmental education, to academic programs in other units, or to interdisciplinary programs, explain the relationship of these obligations to the unit’s strategic plan.

5. Licensing/Accrediting bodies
   Cite the name of external licensing or accrediting body (if applicable), programs licensed or accredited, standards for accreditation, and the latest accreditation report.
B. FACULTY

1. Faculty qualifications
   a. Faculty list
      List all faculty noting faculty rank, highest degree earned. Indicate faculty who are
      assigned to specific programs and those who have graduate faculty appointments.
   b. Faculty qualifications
      Summarize faculty qualifications, and include current faculty vitae of all faculty in an
      attachment.
   c. Graduate faculty criteria
      Describe the criteria for appointment to the Graduate Faculty in the academic unit and
      provide a copy of the unit’s current policy in an attachment, if available.

2. Faculty publications
   Summarize faculty publications and scholarly/creative activities.

3. Faculty external grants
   Summarize external grant and contract funding identifying the sources of funds.

4. Faculty teaching load*
   Describe faculty teaching loads. List ways the faculty and graduate students contribute to
   institution-wide instructional efforts, i.e., general education, honors program, RRHEC and
   other off-campus instructional outreach programs.

5. Faculty/Student ratio*
   Describe the faculty/student ratio.

6. Faculty achievements
   Summarize faculty achievements not covered above including awards, honors, and
   professional and public service.

7. Faculty profile
   Describe how the typical profile has changed and how it is expected to change during the
   next three to five years.

8. Faculty community/public service
   Describe activities that the academic unit provides in the community for the purpose of
   sharing knowledge or information, e.g., faculty presentations in the community, etc.

9. Teaching evaluation
   Describe methods used to evaluate the quality of teaching. Attach evaluation instruments.
   Provide evidence of assessment results and explain how results have been used to modify
   and/or improve the program.

10. Faculty development
    Describe faculty development programs within unit (e.g., travel funding, release time for
        research/scholarly/creative activity, developmental leaves, speakers, conferences).

C. RESOURCES

1. Facilities and equipment
2. Finances and resources
   Report income verses expenditure analysis results. (Note: Data on income will be provided by Institutional Research.*)

3. Library holdings and allocations*

4. Program administration

5. Unit staff

6. Developmental activities
   Describe special resources available through endowments and gifts and plans to expand these resources.

D. CONCLUSIONS AND RECOMMENDATIONS
   Base discussion on major sections previously addressed (Academic Unit, Faculty, and Resources). Also, provide separate conclusions and recommendations for Curriculum and Students for each academic program described below.

Part II. ACADEMIC PROGRAM
   To be completed for each academic program offered by the unit

   A. ACADEMIC PROGRAM
      1. Program Name, CIP code, and Level

   B. PROGRAM CURRICULUM
      1. Alignment of program with stated program and institutional goals and purposes
         Describe the educational goals for the program and how they relate to the academic unit goals as well as the college and university goals.

      2. Curriculum development, coordination, and delivery
         Provide evidence of sufficient offerings and balance among the various specialties to meet student needs, interests, and market demands, i.e., sufficient breadth of course offerings as well as sufficient depth for specialization. Use pertinent local, state, national, and international studies demonstrating need for the program’s graduates and changes in market demand to justify response.

      3. Required/Recommended courses from other academic units
         List courses offered in other academic units that serve the majors and describe what objectives the courses meet.

      4. Student learning outcomes assessment*
         Provide three years of student learning outcomes assessment reports. Analyze the findings for the three years and describe how the assessment findings have been used to improve the program.
5. Program curriculum and duration in comparison to peer programs

6. Co-curricular opportunities
   Describe program-related co-curricular opportunities to enhance student learning, such as internships and practicums, study abroad, and academic clubs and organizations.

C. STUDENTS AND GRADUATES

1. Student demographics*
   Describe enrollment by (a) classification, (b) diversity-gender and ethnicity, and (c) probation and suspension.

2. Student time-to-degree*

3. Student publications and awards

4. Student retention*

5. Student graduation rates*

6. Student enrollment including number of students and SCHs*
   Provide total enrollment figures and number of SCHs generated.

7. Graduate licensure rates (if applicable)

8. Graduate placement
   Describe employment or further education/training.

9. Number of degrees conferred annually*

10. Admissions
    a. Admission scores*
       Report admission scores (SAT, ACT, GRE, etc.) of enrolled students.
    b. Admission requirements and review
       Review admission requirements and application review process and assess their implications for the academic unit during the next five years.
    c. Recruitment
       Describe the academic unit’s student recruitment activities. Address any steps taken to obtain a diverse student population.

11. Student support services
    Describe student support services including academic advising, support for student involvement in professional meetings/activities, and scholarships and assess the effectiveness of each. Suggest improvements, if applicable.

12. Alumni relations
    Describe the efforts the academic unit has undertaken to maintain a relationship with alumni.
D. CONCLUSIONS AND RECOMMENDATIONS

Provide conclusions and recommendations for Curriculum and Students and Graduates for the academic program described above.

*Data will be provided by Institutional Research, Academic Development and Assessment, or the University Library.