

2023-2024 Department/School Profile and Summary Template

- I. Category: Department/School introduction

Content: Describe program structure, mission, connection to strategic plan, university mission, campus or broader community

Output: One-to-two page narrative
- II. Category: Department/School BBA-M

Content: Provide relevant BBA-M data for department/school since last program review

Output: Data from Annual Reports with optional narrative
- III. Category: Low-enrolled courses and courses with high DFW rates

Content: Provide relevant low-enrollment and high DFW data since last program review

Output: Data from Annual Reports with optional narrative.
- IV. Category: Assessment Data Review Process and Actions

Content: Describe the process within your department/school to consider previous data and assessment results. Provide evidence of actions taken based on data review and of results of these actions since last program review.

Output: Narrative with data from Office of Institutional Effectiveness and Quality Improvement
- V. Category: Faculty Service

Content: Provide evidence of faculty service, including department, college, and university service, as well as service to such entities as public schools, professional fields, and the community, since last program review.

Output: Narrative based on data from Digital Measures
- VI. Category: Faculty Development

Content: Provide evidence of efforts in faculty development, including such things as acquiring more reassigned time for scholarly activities, workshop participation, mentoring programs, etc. Can include what has been done since last program review, what is ongoing, and what is intended moving forward.

Output: Brief narrative with data from Digital Measures

VII. Category: State of Facilities

Content: Address the adequacy of resources and support services needed to implement the goals and objectives of the program. These could include the following: library resources; laboratories; equipment; space needs; support personnel; faculty; and/or other resources. Provide evidence of future needs for facilities and/or resources.

Output: Brief narrative

2023-2024 Academic Program Review Template
Program Name (CIP 99.9999 if appropriate)
Completed for each major, minor, certificate, or graduate program
Department or School Name
College Name (if appropriate)

1 PROGRAM OVERVIEW

1.1. Category: Program Introduction

Content: Brief overview of the program, including the program's relationship to the institutional mission and to other University programs.

Output: One-page narrative

2 CURRENT STATE OF PROGRAM

2.1. Category: Enrollment and Graduation Data

Content: The numbers of students served by the program, including the numbers in the program as well as the numbers of program graduates since last program review.

Output: Annual Report data

2.2. Category: Trends

Content: Briefly describe emerging issues and trends in the discipline that contextualize the analysis of the program specific enrollment and graduation data.

Output: Brief narrative

2.3. Category: Weaknesses

Content: Describe programmatic shortcomings revealed by analysis of enrollment and graduation data, explaining the external or internal factors, both within and not within program control.

Output: Brief narrative

2.4. Category: Additional Data

Content: Aside from the SCHEV viability measures, please share data and details regarding the current and future health of your program.

Output: Additional data (as appropriate) and a brief narrative

3 STUDENT LEARNING AND ENGAGEMENT

3.1 Category: Program Assessment Data

Content: Results of student assessment of learning

Output: Assessment Data and optional narrative

- 3.2 Category: Other Data-based Measure of Program Success
Content: This section could include the following: student performance on licensure/certification exams; job placement of graduates; graduate school placement; alumni and employer survey results; student conference presentations and publications
Output: Data and optional narrative
- 3.3 Category: Other Narrative-based Measures of Program Success
Content: This section could include the following: high impact practices; QEP initiatives; community engagement practices, etc.
Output: Brief narrative supported by data as appropriate
- 3.4 Category: Strengths and Weaknesses
Content: Identify the strengths and weaknesses of the program revealed by the analysis in sections 3.1., 3.2., and 3.3.
Output: Narrative informed by contact with the Office of Institutional Effectiveness and Quality Improvement
- 3.5 Category: Program Improvements
Content: Describe actions taken based on the assessment results to make improvements in student learning and engagement. Describe how program assessment led to improvements in program and student learning outcomes.
Output: Narrative

4 RESPONSES TO PREVIOUS PROGRAM REVIEW RECOMMENDATIONS (if available)

- 4.1 Category: Responses to Previous Recommendations
Content: Itemize each major recommendation and describe the program's response to those recommendations. Attach a copy of the previous letter from the Provost (if available).
Output: Narrative
- 4.2 Category: Evidence of Impact of Changes
Content: Describe the results of the actions taken.
Output: Narrative
- 4.3 Category: New Resources or Assets Requested and Received
Content: Explain how the addition of any resources since the last program review has impacted the program.
Output: Narrative

5 STRATEGIC VISION FOR THE PROGRAM

- 5.1 Category: Strategic Vision
Content: Describe 3-5 program goals given the discipline trends and insights revealed in this review.
Output: Brief (perhaps bulleted) narrative
- 5.2 Category: Environmental Scan
Content: Examine how internal factors (e.g., current environment, program strengths and

weaknesses, etc.), as well as external factors (e.g., economic, environmental, demographic, technological, social, legal, governmental/political, competitive, etc.) could impact achievement of strategic vision, including program goals, objectives, and expected outcomes.

Output: Narrative

5.3 Category: Action Plan

Content: Identify opportunities for improvement of the program that are within the control of the program, including curricular changes if appropriate, as well as opportunities for improvement that require action at the Dean, Provost, or higher levels. Identify specific steps the program must take to ensure ongoing success. Identify program actions that are resource neutral and those that could take place if additional resources were available for this program.

Output: Narrative