Academic Program Review Self-Study Outline

A. **Program Description**

1. Briefly describe each of the academic degree programs being reviewed, including the name of the degree and major and the purpose and scope of the program. (1 to 2 paragraphs or a table summarizing key information about the degree (UG, G), major, CIP code, and date of the most recent program review).

2. Articulate the program's alignment with USI's mission statement, and state how the program contributes to the University's strategic plan.

B. **Program History (and updates since the last review)**

1. Describe the program's history since the last self-study review or within the past five year emphasizing major changes that have occurred. Include the recommendations of the previous self-study and the unit's responses to those recommendations. Information on when the program was established, the motivating factors/purpose of the program, program goals, major changes since the last program review with the changes discussed in relation to one or more of the following categories: (1) Curriculum design and/or curriculum development highlights; (2) Recruitment and retention highlights; (3) Learning Delivery highlights; (4) Academic support, student support, including advising highlights; (5) Learning outcomes assessment; (6) Credentialing and placement.

C. **Overview of the Program's Academic Quality**

1. Describe the program in terms of its educational goals (i.e. knowledge and skills it intends to convey to students, examples of program distinction, currency of content and pedagogy, and incorporation of technology). Explain how the curriculum leads to the accomplishment of the educational goals. In addition, provide a mapping of course objectives to program goals.

2. Describe any contributions the program curriculum and faculty make to the University Core Curriculum or other academic degree programs in the University.

3. Describe how the program supports the University's mission as it relates to preparation for a multicultural society and a diverse workforce. Consider the profile of students served by the program and how this profile has evolved since the last program review.

4. Indicate how the Higher Learning Commission *Guidelines for Distance Education* (Appendix E) are implemented if the program is offered via distance education.

5. Describe the program enrollment trends over the past five years and indicate whether any increases or decreases are anticipated during the next five years. As part of your response, indicate how student demand for the program relates to the program's capacity to enroll students; (i.e. can the program accept more majors, or is enrollment limited because student demand exceeds program capacity?) Discuss how students' progress through your program and discuss the retention of those students from each year. Enrollment data trends must be included in the discussion. (Information will be provided by OPRA). Describe the methods used to recruit and retain students.

6. Describe how the program ensures high quality academic advising. Include any changes to improve advising that have been implemented since the last accreditation cycle or program review.

D. **Student Learning Outcomes Assessment**

1. Describe and analyze the assessment measures used to evaluate program effectiveness and student learning, and discuss the results obtained from these measures.

2. Describe how the results of student learning outcomes assessment are used to improve program learning and instruction.

3. Describe how results from assessment demonstrate that graduates have gained the skills and knowledge they need to function in diverse local, national, and global societies.

E. **Faculty (in addition to guidance below, consider summarizing the networks of relationships faculty members have developed outside the university).**

1. Provide collective information and a statement of evaluation regarding noteworthy professional activities and accomplishments of program faculty during the last five years (NOTE: only *collective* information should be reported; e.g., include the total number of scholarly books and research papers published by program faculty during the period in question. Do likewise with other types of faculty professional activities and accomplishments).

2. Describe the distribution of full-time and part-time faculty within the program. How are these faculty assigned to their teaching loads and particular courses? Do part-time faculty participate in the academic program's meetings and discussions, in curriculum planning and/or in course design? How are part-time faculty identified, and how and by whom are their credentials evaluated?

3. Describe any contributions made by the program and faculty to the University's general academic climate [events, special programs, and other activities beyond regular instruction.]

4. Describe the faculty's participation, leadership, and influence in the academic profession through such avenues as professional associations, review panels, and advisory groups. Include the faculty's contributions to the University through committee work.

F. **Resources and Planning**

1. Indicate what new major resources, if any, the program received during the last five years and explain how those resources were utilized.

2. Describe significant changes planned, if any, for the program during the next five years. Explain fully why these changes are necessary. State the program's goals and needs anticipated for the program in the next five years.