

# **ACADEMIC PROGRAM ASSESSMENT REVIEW 2005 Revised Format**

## **COMPONENTS OF THE ACADEMIC PROGRAM ASSESSMENT REVIEW INCLUDE**

Objectives of Program Review

Format Guidelines

Fact Sheet (Appendix A)

Evaluation Team Report (Appendix B)

Written response describing use of assessment results

## **OBJECTIVES OF THE PROGRAM REVIEW**

- A. Reaffirm consistency with the college's and university's mission
- B. Reaffirm program quality
- C. Eliminate duplication
- D. Assess management strategies
- E. Assess professional opportunities for graduates
- F. Assess faculty strengths
- G. Assess and evaluate planning and progress
- H. Compare and evaluate department's goals with college and university goals
- I. Provide a working document for Strategic Planning

## FORMAT GUIDELINES

The completed document will be a part of our on-going Strategic Planning; therefore, it is important that each department follow the same format. All pages must be 8 ½ x 11. No oversized pages will be accepted. There must be a table of contents and pages must be numbered.

### **Title Page**

Enrollment and Faculty Fact Sheet

Date of Review

### **Program Review Contents**

#### **1. Program Objectives:**

##### 1.1 Mission Statement for the Program:

Provide the mission statement for the program.

##### 1.2 Relationship to Institutional Mission:

Describe, including relationship to existing departmental, college and university mission.

##### 1.3 Statement of Program Objectives:

List your program objectives.

##### 1.4 Changes in Program Objectives:

What changes, if any, have occurred in program objectives within the past five years?

##### 1.5 Anticipated Changes in Program Objectives:

What changes, if any, in program objectives are being considered for the future? Why? To what extent will the change in objectives affect changes in the program?

#### **2. Program Rationale:**

##### 2.1 Similar Programs Nearby:

List similar programs and the names of institutions (public and private) offering the same or a similar program within a 100-mile radius.

##### 2.2 Relationship With These Programs:

How does your program compare with program outcomes in other universities? What are the similarities and differences in your curriculum and credit hours to these universities?

**3. Assessing Demand for Program:**

3.1 Specify area, state and national need for graduates.

3.2 Indicate source(s) of data.

3.3 Provide data on degrees awarded, number currently Employed and projected demand.

3.4 List the types of jobs in which graduates with this degree could be expected to be employed.

**4. Outside Interest in the Program:**

4.1 Identify interest on the part of local groups, industry, research centers, other educational institutions, or state agencies (example: Hospitals, culinary institutes, business.)

4.2 Indicate the nature of contact made with these groups and the results of these contacts.

4.3 Summarize any formal arrangements with industry, government, and other agencies outside of the academic community.

**5. Students**

5.1. Enrollment:

a. What recruitment initiatives are in place other than the university recruitment program?

b. What are the qualities of students attracted to the program, (e.g., standardized test scores for admission, GPA, etc.)

c. Provide reasons for enrollment trends for the 5-year period under review.

5.2. Admissions Policies and Practices:

Are there special admissions policies for students wishing to enter this program? If so, explain. For example, indicate numbers applying, accepted, and enrolling; the geographic areas from which they came; special recruitment programs for minorities and other special considerations.

5.3 Attrition Record:

- a. Explain attrition record of candidates for degrees during the last 5 years. What strategies are in place to address attrition?
- b. If average number of semesters exceeds university average, please explain. Information will be supplied by the Office of Institutional Research.

#### 5.4 Career Counseling:

What advisement and counseling service, other than provided by the university, do you provide to students?

#### 5.5 Follow-up and Student Placement:

- a. Provide information with respect to former students in the program (job placement, continuing degree work, etc.) over the past five (5) years?
- b. What percentage of graduates from this major have entered graduate or professional school?

## **6. Faculty**

### 6.1 Faculty Who Are Direct Participants in the Program:

See Tables 1, 2 and 3.







## 6.2 Narrative of Faculty Accomplishments:

Summarize **quality** of faculty achievements accomplished in program.

## 6.3 Staffing Changes:

- a. What staffing changes have occurred in the last five (5) years?
- b. What staffing changes are planned (needed) in the next five (5) years?
- c. Give a rationale.

## 6.4 Strengths or Specialists Not Existing in Present Faculty:

What strengths or specialties not possessed by current faculty would be desirable to improve the program and its mission?

## 6.5 Special Faculty Services:

- a. What professional development program(s) or activities, other than provided by the university, does the department have for its faculty?
- b. What other services are the faculty providing?

## **7. Student Learning Outcomes**

### 7.1 Objectives and Assessments:

- a. What are your student learning outcomes?
- b. How are they assessed?
- c. What are the results of those assessments?
- d. List any recommendations from the University Assessment Committee (beginning with 2007 reviews). How have these recommendations been addressed?

### 7.2 Anticipated Changes:

What changes, if any, are planned in the program during the next several years? Be specific. Why are these changes planned? How will these changes affect its enrollment, staffing and costs?

## **8. Informational Resources/Libraries**

Are the library resources appropriate for the needs of the program? Why or why not?

## **9. Facilities-Equipment**

### 9.1 Current Facilities and Equipment:

Describe special facilities (classrooms, laboratories) and equipment (laboratory equipment, computers, etc.) available to provide strength to the program.

### 9.2 Needed Additional Facilities:

- a. What additional facilities, if any, are needed in order to improved the quality of the programs being offered?
- b. List any such items proposed for the next five years and provide a cost estimate.

### 9.3 Needed Additional Equipment:

- a. What additional fixed and movable equipment, if any, are needed in order to improve the quality of the program being offered?
- b. List all items proposed for the next five years and provide a cost estimate.

## **10 Other Information**

### 10.1 Most Recent Curriculum Study:

- a. When was the last time the faculty completed an in-depth study of this curriculum?
- b. If one has been completed within the past five years, list the changes that have taken place in the curriculum.

### 10.2 Major/Minor:

- a. How many hours in this curriculum constitute a major?
- b. Does this curriculum require or provide a minor? Indicate the minor.

### 10.3 General Education Requirements:

- a. Faculty Participation in General Education Requirements, (if applicable), for example, Service Core Courses).
- b. List courses in the program that link to the General Education initiatives.

**APPENDIX A  
ENROLLMENT AND FACULTY FACT SHEET  
ANNUALLY FOR 5 YEARS**

Date: \_\_\_\_\_

Program: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

**ENROLLMENT PROFILE (Five-Year Period)**

**CLASSIFICATION OF DEGREE:** \_\_\_\_\_

<b>List Years From Last Review</b>						
<b>Enrollment (Annually for 5 Years) *</b>	<b>Fall</b>					
	<b>Spring</b>					
<b>Number of Degrees Awarded</b>						
<b>Average Number of Semesters Before Graduation**</b>						

\* Enrollment numbers will be supplied by Office of Institutional Research and will include students in University College.

\*\* The Office of Institutional Research will calculate this information.

**FACULTY PROFILE**

No. of Full-time Faculty: \_\_\_\_\_

No. of Part-time Faculty: \_\_\_\_\_

No. of Faculty with Terminal Degree: \_\_\_\_\_

No. of Tenured Faculty: \_\_\_\_\_

No. of Non-Tenured Faculty: \_\_\_\_\_

No. of Faculty Exceptions: \_\_\_\_\_

(Forms found on "M" drive under NSU Forms/Faculty Exceptions)

*Revised July 2005*

**APPENDIX B**

**EVALUATION TEAM REPORT**

Program: \_\_\_\_\_

Department: \_\_\_\_\_ Department Head: \_\_\_\_\_

Date of this report: \_\_\_\_\_

1. Why or why not is the mission essential to the university?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are program objectives relevant to the mission?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are Student Outcomes Objectives measurable? How are they assessed?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Based on a 5-year projection in graduates, how would you assess the future of the program?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Based on data provided, does the program compare favorably with institutions within a 100 mile radius?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Revised July 2005*

