

**PROGRAM REVIEW FORMAT
REVISED**

8/2001

**REVISED
NSU ACADEMIC PLANNING PROCESS**

The following guidelines for academic Program Review are provided in accordance with the NSU Strategic Plan;

I. 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

II. 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 1/2 x 11. No oversized pages will be accepted. There must be a table of contents and pages must be numbered.

A. Title Page

Curriculum/Program Under Review

CIP Taxonomy Number

Specific Degree Awarded Upon Completion

Department

College

Name, Rank, and Title of Individual Responsible for Program

Date of Review

B. Program Review

1. Program Objectives

1.1 Mission Statement for the Department:

Provide the mission statement for the department in which this program (curriculum) is housed.

1.2 Statement of Program Objectives:

Other than a specific degree, this program is designed to accomplish the following objectives:

1.3 Relationship to Institutional Mission:

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

1.4 Changes in Program Objectives:

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

1.5 Anticipated Changes in Program Objectives:

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

2. Program Structure

2.1 Rationale:

- a) What is the rationale behind the sequence of courses, examinations, and other required components of the program? (Include reference to the ways in which the program structure serves to monitor and guide the student's progress toward completing various requirements for the degree.)

- b) Are there special advisory or counseling conferences for students in this regard?

2.2 Breadth of Coverage:

- a) What breadth of coverage in the field is there in this program?
- b) Describe any sub-fields you offer and the number of faculty active in each.
- c) What special emphasis or focus have you established?
- d) What unique resources are available for the program?

2.3 External Relationships:

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

3. Need

3.1 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.

3.2 Relationship With Other Programs:

- a) How is your program related to those at other levels and other disciplines at your institution?
- b) Please indicate the kind and extent of involvement with programs in your field as well as programs in related fields.
- c) Indicate the support this program provides to others as well as the support it derives from them.

3.3 Justification for Program Continuation:

- a) Specify area, state and national need for graduates.
- b) Indicate source(s) of data.
- c) Provide data on degrees awarded, number currently employed and projected demand.

Note: Degrees Awarded will be supplied by Office of Institutional Research

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

3.4 Outside Interest in the Program:

- a) Identify interest on the part of local groups, industry, research centers, other educational institutions, or state agencies.
- b) Indicate the nature of contact made with these groups and the results of these contacts.

4. Students

4.1 Enrollment Statistics:

- a) Indicate number of students pursuing this major for the past five (5) years (use Fall semester figures) along with present enrollment and enrollment projections for the next five (5) years.

Note: Enrollment numbers will be supplied by Office of Institutional Research and will include students in Junior Division

- b) Provide justification for growth declines.

4.2 Degrees Granted:

- a) Indicate the number of students graduating with this major during each of the past five (5) years.

Note: Number of graduates will be supplied by Office of Institutional Research.

- b) What percent of actual majors graduate?

Note: Percentage will be calculated as number of graduates per year/number of first-time freshmen from six years earlier for four-year degrees and from three years earlier for two-year degrees. The Office of Institutional Research will calculate this information.

- c) Project the number of majors and graduates for the next five (5) years.

4.3 Admissions Policies and Practices:

Are there special admissions policies for students wishing to enter this program? If so, explain and

1. indicate numbers (or percent) applying, accepted, and enrolling;
2. the geographic areas from which they came;
3. special recruitment programs for minorities.

4.4 Attrition Record:

- a) What has been the attrition record of candidates for degrees during the past five (5) years?

Note: Will be calculated by Office of Institutional Research as one minus the graduation rate as calculated in 4.2(b).

- b) Indicate the average number of semesters before graduation for graduates with this degree over the past five (5) years. (Count summer as one-half of a regular semester.)

Note: To be provided by Office of Institutional Research and will include transfer semesters and semesters as a non-major.

- c) Provide average ACT scores of current majors and average ACT scores of graduates from this major.

Note: This data will be supplied by the Office of Institutional Research.

4.5 Career Counseling:

What advisement and counseling service is provided to students in regard to future employment prospects and opportunities?

4.6 Follow-up and Student Placement:

- a) Provide as much specific information as possible 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?

4.7 Enrollment Capacity:

- a) What capacity does this program have to absorb additional enrollment without additional faculty and other significant costs?
- b) Indicate your rationale.

5. Faculty

5.1 Faculty Who Are Direct Participants in the Program:

- a) As an appendix, attach a list of present departmental faculty who are involved in the program, including date of appointment, present rank, tenure status, highest degree and granting institution, research, publication citations, service on national or professional committees, and important awards and recognitions.
- b) Also include for each individual the average teaching load, i.e., credit hours/contact hours (differentiate graduate and undergraduate courses), service on graduate committees and thesis direction as applicable.

5.2 Support or Advising Faculty:

- a) List faculty who are advisors.
- b) Indicate the number of advisees for each.
- c) Indicate level (undergraduate or graduate) of advisees.
- d) Include faculty from other departments who may be directly involved in support of this curriculum (example: English faculty for English Education majors).

5.3 Staffing changes:

- a) What staffing changes have occurred in the last five (5) years and are planned (needed) in the next five (5) years?
- b) Indicate changes in numbers and relate to impact on direction of the program, and success in recruitment and retention.

5.4 Student Credit Hour (SCH) Production:

Indicate SCH production in your department for each discipline during the past five (5) years for

- (1) full time faculty,
- (2) adjunct faculty,
- (3) graduate assistants, and
- (4) totals

Note: SCH data by faculty member will be provided by Office of Institutional Research. When possible, IR will identify faculty members as full-time, adjunct, or graduate assistants.

- a) If SCH production has declined, how do you justify existing faculty numbers?
- b) How do you justify the program?
- c) What actions have been taken or are planned to reverse a declining trend?
- d) What is the ratio of courses per faculty?
- e) Do all faculty teach 100/200 level courses?

5.5 Special Competencies of Existing Faculty:

- a) Indicate areas of specialized competence as demonstrated by research or prior experience.
- b) Identify faculty who have been successful with grant proposals within the past five (5) years.
- c) Indicate (a) research grants, or (b) instructional improvement grants, or (c) other.

5.6 Strengths or Specialties Not Existing in Present Faculty:

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

5.7 Special faculty services:

- a) What professional development program(s) or activities does the department have for its faculty?

b) What other services are the faculty provided?

6. Curriculum

6.1 Course Listing:

- a) List departmental courses for the program in class sequence and give a sample course spread (including non-departmental prerequisites and required courses) for an appropriate period of time.
- b) If new courses are to be offered in the next five (5) years, include a separate list of such courses.
- c) Provide rationale for new courses.
- d) What courses have been deleted or substantially updated in the past five years?
- e) Explain any updates.

6.2 Strengths/Unique Features:

Describe any special departmental strengths and/or unique features of the program.

6.3 Departmental Deficiencies and Planned Remedies:

Describe any departmental weaknesses or deficiencies (which affect this curriculum), along with plans for eliminating these.
(Include expected timetables.)

6.4 Mediated Instruction (if any):

- a) Is any of the instruction delivered via media or other advanced technology? If so, please describe.
- b) What plans do you have for integrating interactive video, computer assisted instruction, or other multimedia technologies into your instructional program?

6.5 Anticipated Changes:

- a) What changes, if any, are planned in the program during the next several years? Be specific.

- b) Why are these changes planned?
- c) How would these changes affect its enrollment, staffing, and costs?
- d) What innovative approaches to curricular development are being considered?

6.6 Curriculum Composition:

- a) Explain how the content of courses in this major reflects the curriculum and discipline.
- b) Explain how the content of this major reflects the reality of what a graduate is expected to know in the world of work.
- c) Does this curriculum reflect the evolution of the discipline?
- d) Does the curriculum integrate theory and application? Explain.

6.7 Comparison of this Curriculum with Similar Curricula at Other Institutions:

- a) Provide data as requested in the attached forms.
- b) Provide explanation where significant or obvious differences are noted.

6.8 Special Competencies:

Which courses or combination of courses in the curricula provide the following:

- a) the basic foundation for the major?
- b) breadth in the major?
- c) an understanding of multi-cultural/multi-ethnic issues?
- d) an understanding of nationalism?
- e) an understanding of political correctness?
- f) competence in reading, writing, oral communication, fundamental mathematic skills and computer literacy (SACS requirement)?
- g) ethics and values?

h) critical thinking?

i) research?

6.9 Other:

a) List any "capstone" courses in the curriculum

b) How many credits of "free" electives (chosen from outside of the student's area of specialization) are included in the curriculum?

7. Informational Resources/Libraries

7.1 Library Resources:

What are special strengths in available library resources as they relate to this major?

7.2 Special Resources

What, if any, special informational resources (slides, tapes, etc.) are used in the program?

7.3 Innovative Applications:

What innovative undergraduate research projects (other than traditional term papers) has the department developed which utilize library and other resource materials?

8. Facilities-Equipment

8.1 Current Facilities and Equipment:

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

8.2 Needed Additional Facilities:

a) What additional facilities, if any, are needed in order to improve the quality of the programs being offered?

b) List any such items proposed for the next three years and provide a cost estimate for each biennium.

8.3 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 three years and provide a cost estimate.

9. Other Information

9.1 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 two years, provide a copy.

9.2 Major/Minor

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

10. Addendum

- a) Faculty Participation in General Education Requirements, (if applicable). Ex. (Service Core Courses).
- b) List applicable courses.