**Academic Program Review – Abbreviated Certificate or Minor Review**

**Self-Study Template**

Programs completing the abbreviated self-study as an academic certificate or minor, where the curriculum is not duplicated within a degree program, are expected to provide a written response to the following outline that is no longer than 4 pages plus attachments to the Program Review Committee.

I. Program Overview

1. Summarize status of the program
2. Strengths

2. Challenges

1. Summarize how the program supports the mission of the university, college, and department

II. Supporting Enrollment and Completion

1. Summarize what the program is doing to support each of the following:
2. Number of program enrollees – especially describing recruitment and retention activities
3. Number of program completions awarded

III. Curriculum Review

1. Briefly describe how the curriculum is aligned to national/industrial standards, an accreditation agency, other professional standards, or if not available, then demonstrate how the program is meeting current requirements in the discipline

IV. Assessment

A. Summarize how program assessment results have been used to foster program improvement

V. Attachments

1. Faculty credentials detailing research, teaching, and service during the covered time period for each faculty member (3 pages or less curriculum vitae)
2. Program, department, and college mission statement (where applicable)
3. Curriculum
4. Cycle of program course requirements, listing frequency of courses being offered
5. Curriculum map (if available)
6. Minutes from most recent advisory board meeting (where applicable)

VI. Program Data Profile provided by Office of Institutional Effectiveness

1. Number of declared program majors enrolled, and
2. Number of program completions.