

Updated 3.14.23

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

- A. Summarize current status of the program
 - 1. Strengths
 - 2. Challenges
- B. Summarize how the program supports the mission of the university, college, and department

II. Supporting Enrollment and Completion

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

III. Curriculum Review

- A. 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

- A. Faculty credentials detailing research, teaching, and service during the covered time period for each faculty member (3 pages or less curriculum vitae)
- B. Program, department, and college mission statement (where applicable)
- C. Curriculum
 - 1. Cycle of program course requirements, listing frequency of courses being offered
 - 2. Curriculum map (if available)
 - 3. Minutes from most recent advisory board meeting (where applicable)
- D. Assessment
 - 1. Most recently submitted and reviewed Academic Program Assessment Report
 - 2. Feedback given to the most recent Academic Program Assessment Report

VI. Program Profile provided by Office of Institutional Effectiveness

- A. Last Five Years Data (Enrollment and Completions Worksheet) including:
 - 1. Number of Program Enrollees
 - 2. Number of Program Completers