

Academic Program Review Self-Study Template

Programs completing the self-study template for Program Review are expected to provide a written response to the following outline that is no longer than 10 pages plus attachments to the Program Review Committee.

I. Program Overview

- A. Summarize current status of the program, including:
 - 1. Strengths
 - 2. Challenges
- B. Summarize Changes to Program Since immediate past program review Including:
 - 1. Leadership Changes
 - 2. Faculty Changes
 - 3. Emphases/minors Added or Deleted
 - 4. Service Courses to the University
- C. Summarize how the program—including related emphases, minors, and certificates—support the mission of the university, its home College, and its home department

II. Program Information Addressing Minima Requirements

- A. Summarize what your program is doing to match the Kansas Board of Regents' expectations for each of the five areas:
 - 1. Number of Program First Majors/Second Majors – especially describing recruitment and retention activities completed
 - 2. Number of Degrees Awarded – especially describing targeted retention to completion activities completed
 - 3. Average ACT of Majors (Upper level of undergraduate programs)
 - 4. Junior-to-Senior Progression Rate or adopted Graduate program retention rate (TBD)
 - 5. Faculty (Full-Time Equivalence)
- B. Reference page number(s) of department's planning document where responsive action is described if the program is not meeting minima
- C. Summarize what the program is doing to support emphasis areas/minors, especially describing recruitment and retention activities completed:
 - 1. Number of students enrolled in and degrees awarded in each emphasis area of major
 - 2. Number of students enrolled in and completions awarded in minors

III. Faculty Efforts

- A. Summarize significant changes in Faculty Credentials since immediate past Program Review
- B. Summarize Faculty efforts in each area: Research, Teaching, and Service
- C. Summarize Faculty efforts in Professional Development Activities and other training, education, experiences, certifications or licensures to improve teaching

IV. Students Completing this Program

- A. Employment after Graduation
 - 1. Summarize information from PSU Post-Graduate Activity Report
 - 2. Summarize the program's identified measures of success for graduates, including any related initiatives taken by the program

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3. Forecast future employment opportunities associated with initial placement and long-term success of graduates, including any related initiatives taken by the program

V. Curriculum Review

- A. Demonstrate how your curriculum is aligned to national/industrial standards, an accreditation institution, other professional standards or—if not available—then demonstrate how the program is meeting current requirements in the discipline
 - 1. Include the correlation between the standards and the courses required for the degree
 - 2. Include a summary of the process of reviewing how each course is needed to meet the degree objectives
- B. If the program is supported by an advisory board with membership including local/regional community members and employers, summarize the nature of the board's role and recent efforts

VI. Assessment

- A. Summarize how your program's assessment has Changed Since immediate past Program Review
- B. Summarize how program assessment results have been used to foster program improvement

VII. Summarize Future Planning/Goals

- A. List Initiatives/Goals being implemented by the program/department to foster improvement and move towards being an exemplary program per the department's current plan

VIII. 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. Full Cycle (up to 4 years) of Program Requirements with frequency of courses being offered
 - 2. Curriculum map (where applicable)
 - 3. Minutes from most recent advisory board meeting (where applicable)
- D. Assessment
 - 1. Most recent Academic Program Assessment Report (APAR)
 - 2. Feedback given to the most recent Academic Program Assessment Report
- E. Planning
 - 1. Current Departmental Planning Document
 - 2. Annual Summaries Since Last Program Review
- F. External Reviewer Report
 - 1. Current External Reviewer Report
 - 2. Program's Written Response to External Reviewer Report (where applicable)
 - 3. Immediate past External Reviewer Report
 - 4. Program's Response to Immediate past External Reviewer Report
- G. Program Review Committee Feedback from Immediate past Program Review

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IX. Program Profile (KBOR Minima data) provided by Institutional Effectiveness

A. Last Five Years Data for:

1. Number of program majors
2. Number of program degrees awarded
3. ACT of Juniors/Seniors enrolled in program major (Undergraduate degrees only)
4. Junior to Senior progression rate for enrolled majors (Undergraduate degrees only)
5. Terminally-qualified faculty full-time equivalent (FTE)