# **ANNUAL PROGRAM ASSESSMENT**

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| --- | --- |
| **Program:** | **Date:** |
| **Division:** | **Department Chair/Coordinator/Director:** |
| **Contact:** | |
| **Program Mission Statement:** | |

## I. PROGRAM GOALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goals** | **Related Outcomes** | **Indicators** | **Results & Analysis** | **Action Plan** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |

## II. PROGRAM STUDENT LEARNER OUTCOMES

|  |  |  |
| --- | --- | --- |
| **Program Outcome** | **Course Assessed In** | **Findings** |
| **PLO 1** |  |  |
| **PLO 2** |  |  |
| **PLO 3** |  |  |
| **PLO 4** |  |  |
| **PLO 5** |  |  |

## III. CURRICULUM MAP

Review and update the curriculum map. Adjust as necessary to address gaps, overlaps, curriculum changes, and changes within the industry. Provide narrative and rationale of any curriculum changes made.

## IV. PROGRAM DATA

Work with Institutional Researcher and appropriate designees to gather the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter Data** | **Explanation** | **Fall** | **Winter** | **Spring** | **Summer** |
| # of Courses Taught Per Quarter | Total number of program courses (sections) taught each term |  |  |  |  |
| % Classroom Capacity | Total enrollment of all program classes / maximum enrollment limit of all program classes based on seats available (expressed as %) |  |  |  |  |
| # of Full-Time Faculty | Number of FT faculty who taught in program each term. |  |  |  |  |
| # of Adjunct Faculty | Number of PT faculty who taught in program each term. |  |  |  |  |
| # of Faculty with Overload | Number of faculty with Overtime loads each term. |  |  |  |  |
| % Student FTE per term | FTE total  for all students enrolled in all program classes at the end of each term (clock hours/510) |  |  |  |  |
| % Course Retention | Avg % of students enrolled in all program courses at end of 4th week compared to end of term. |  |  |  |  |
| # of Students Participating in Cooperative Work Experience each term (if appropriate) | Total number of students enrolled in CWE credits each term. |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Annual Data** | **Explanation** |  |
| # of students who list program as their major | # students listing this program as their primary major. |  |
| Student Success (% A, B, C) | % of students that earn an A, B, or C in all program classes |  |
| Average Class Enrollment/Ave Class Limit | Average enrollment of all program classes (Total Enrollments/#CRNs) - do not count CWE, independent study, etc. |  |
| Program Persistence 1st to 2nd year | Percentage of students enrolled in a key first year core course that continued into the 2nd year of the program. |  |
| Program Completers 2nd year to Graduation | Percentage of students enrolled in a key 2nd year course(s) that went on to graduate at the end of that year. |  |
| # Degrees Awarded | Number of degrees awarded in the program for the academic year from July 1 through June 30. |  |
| # Certificates Awarded | Number of certificates awarded in the program for the academic year from July 1 through June 30. |  |
| # of dual credit offerings and students enrolled | Include a list of courses offered and the number of students enrolled in each one. |  |
| % Employment Rate of Graduates | % of leavers and graduates that obtain employment in the program field within one year of graduating from UCC (phone survey) conducted by department. |  |
| Average Wage of Graduates | Average wage earned by graduates that obtain employment in the program field within one year of graduating from UCC (phone survey) conducted by department. |  |
| % Transfer Rate of Graduates to Four-Year University | % of leavers and graduates that transfer to a four-year institution. Include a list of transfer universities, schools, or colleges. |  |
| % Transfer Rate of Graduates to another education center (technical school, training program, community college, military program, etc.) | % of leavers and graduates that transfer to another institution or program (excluding a four-year university). Include a list of transfer programs, schools, etc. |  |
| Per Credit Tuition | Tuition charged per credit hour (technology and student fess not included.) |  |
| Estimated FTE Income | Estimated FTE Income = Total Reimb FTE \* Estimated per FTE Value |  |
| Estimated Net Income/Expense | (Tuition Income + Fee Income + FTE Estimated income) - (Total direct cost) |  |
| Net Income(loss)/Student FTE | (Net income and/or expense) / (core credit FTE). Net cost includes all general fund expenses + restricted account balance-revenues from fees, etc. |  |
| Student FTE: Faculty FTE Ratio | Total number of student FTE in each program compared to the total number of faculty FTE teaching in that program |  |

## V. RECRUITMENT AND RETENTION

1. List of recruitment initiatives held to promote program.
2. List of retention initiatives held to promote program.

## VI. PROGRAM SWOT ANALYSIS

Using all of the information presented in the preceding five sections, prepare a detailed SWOT analysis of the program. Incorporate the data results into each section as appropriate. Consider the following key concepts:

### Strengths

* What’s working?
* What is the program recognized for?

### Weaknesses

* What are some areas of improvement available to the program?

Opportunities

* What opportunities are available to the program?
* EX: Curriculum Redesign, Program Revision, New Partnerships, Alumni Relations,

Recruitment & Retention

### Threats

* What threats are facing the program?
* This will involve a thorough market analysis of internal and external factors including

job market, wages, projected growth, completion rates, etc.

## VII. SUMMARY

Summary of Findings:

Action Plan:

Timeline for Completion:

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Faculty Signature Date Submitted

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Reviewer Signature Date Submitted