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**Program Review Guide**

A program, for the purposes of this review, consists of a course of study resulting in a certificate or degree.

Frequency: Every 4 years. Schedule provided by Office of Instruction, including which programs are due by year and submission deadlines.

**Style Guide**

* + Single space
	+ Calibri (body) 11 pt. font
	+ All headings, sub headings, and paragraphs should be left justified
	+ An extra space between paragraphs, no paragraph indents
	+ Page numbers, on the bottom, centered
	+ Headings, and subheadings bold (body in regular font)
	+ Each area of the report (introduction, body, and conclusion) should flow with no page breaks between sections
	+ Maximum length: 10 pages, not inclusive of title page, TOC, or appendices

***The following is a list of topics should be included in your Program Review:***

**Programmatic Self-Study Template**

1. Title Page – Name of program, date of submission
2. Table of Contents
3. Response to the Recommendations from Previous Review
	1. List the recommendations from the last Program Review
	2. Describe actions taken in response to the last Program Review, including instructional resources and practices, and curricular changes
4. Program Information
	1. Describe your program goals and/or standards and what processes are in place to advance those goals.
	2. Describe demographic data (from Institutional Research)
		1. Age
		2. Gender
		3. Location
		4. Enrollment Status (PT/FT)
	3. Describe enrollment data (from Institutional Research)
	4. Enrollment and recruitment plans
		1. Describe optimal enrollment, maximum enrollment goals, and current activities and plans for achieving these marks.
	5. Describe recent trends in graduations/completions.
		1. How long do students take to complete the program?
		2. Does there appear to be concerns with retention and/or completion?
		3. Describe programmatic retention efforts
		4. What does the program do to facilitate student completion while maintaining rigor?
	6. List all faculty (FT&PT) with degrees and most recent professional development activity, credentials and industry standard certifications, or professional licenses.
5. Status Report
	1. Describe the program (may include degree information, curriculum, admission standards, academic standards, etc.)
	2. Description and assessment of major changes in the program, e.g.:
		1. Assessment data
		2. Course changes
		3. Changes in the overall discipline or field
		4. Societal need (community/public/OLMIS/Burning Glass)
		5. Institutional context of the program and/or degree
		6. Other elements appropriate to the question.
	3. Describe how the students in the program are advised and/or mentored
	4. Does the program provide students with opportunity to apply their knowledge and skills? If so, describe.
	5. Describe the intellectual rigor of the program and student learning experience (depth of courses, amount of time required of the students per credit, etc.).
	6. List all courses not addressed in the last four years. Include a plan for how and when these courses are schedule for assessment.
	7. Explain how the program sets a standard of excellence. (List any or all State/National Standards or OAR/ORS pertaining to the program of study)
	8. Describe outstanding program achievements of recent and current students
	9. Describe any outstanding achievements of faculty
	10. Describe any external recognition of the program as a whole
6. Program Resources
	1. Describe facilities/resources your program currently has.
	2. Describe facilities/resources your program needs to achieve program goals.
	3. If the program has enrollments under the optimal level, what is the program doing to redirect resources to other areas of the department or college?
	4. If the program has enrollments exceeding the optimal level, what is the program doing to accommodate this growth?
7. Student Learning Outcomes
	1. List program-level student learner outcomes.
	2. Summarize results of program student learner outcomes assessment as noted in annual program assessment documents.
	3. List any Industry Standards/Skills Sheets and TSA.
	4. Describe how program learning goals and outcomes align with UCC’s vision and mission as well as NWCCU accreditation standards.
	5. Describe the method used to assess program-level student learner outcomes and how the data is used to improve. In what ways does the program analyze student learning?
8. Strengths
	1. List and describe student job placement results
	2. List and describe state and/or national pass rates for professional programs
	3. Other
9. Areas for Improvement
	1. List and describe student job placement results
	2. List and describe state and/or national pass rates for professional programs
	3. Other