

ACADEMIC PROGRAM REVIEW TEMPLATE



PROGRAM REVIEW SELF-STUDY REPORT

Name of Program/Degree/Certificate



Campus or Campuses



Date of Report



Program Review Committee

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I. Introduction

A. Provide the current mission statement for the program.

B. How does the program's mission advance the mission or goals of the College?

C. *Programmatic Effectiveness* is defined as the extent to which a program is achieving its mission. Briefly comment on the current effectiveness of the program.

D. Catalog Description

1. Provide the current program catalog description.

2. Does this description accurately describe the current program?

Yes_____ No_____

If No, what changes does the program review committee recommend?
Explain reasons for any recommended changes.

3. Is the program information appearing on the College website up to date and consistent with the College catalog? Yes_____ No_____

If No, what changes does the committee recommend?

E. Previous Program Review

1. Provide the date of the last program review: _____

2. List the recommendations from that review, and indicate the extent to which these recommendations have been implemented. Indicate "I" for recommendations implemented, "IP" for those in progress and "NI" for those not implemented. For those recommendation not implemented please explain the circumstances.

II. Programmatic Outcomes

A. Program-level Student Learning Outcomes

List the current program-level student learning outcomes (PLOs). Indicate whether each programmatic outcome advances one or more of the institutional learning outcomes (ILOs). If so, discuss the manner in which the PLOs relate to the ILOs.

1. Does the Program Review committee recommend any changes, deletions, or additions to the PLOs? Yes _____ No _____

2. If so, state the recommended changes and the rationale for each of them.

B. Program-level Operational Outcomes

State the program's current operational outcomes.

(An operational outcome is a statement that summarizes the achievement of a broad-based performance measure, excluding any which are specific to student learning. Operational outcomes express the value of work being done in a program by students, faculty, and professional staff outside of the classroom.)

Program performance measures might include indicators related to the following areas of interest:

- Retention; Persistence; Completion
- Transfer; Job-Placement; Licensure
- Enrollment; Recruitment; Orientation; Advisement
- Diversity; Faculty/Student
- Faculty Development; Faculty Credentials
- Facilities; Equipment; Space Planning

1. Does the program-review committee recommend any changes, deletions, or additions to the operational outcomes? Yes____ No____

2. If so, state the recommended changes and the rationale for each of them.

Have any problems been encountered concerning the transferability of courses?
Yes _____ No _____

If yes, specify the nature of these problems.

E. For A.A.S. and certificate programs: Provide regional workforce data with respect to (1) the number of people currently employed in the field; (2) projections for employment growth or decline; and (3) the current salary range. *Discuss the implications of these numbers for the program.*

[For employment projections: <http://www.labor.state.ny.us/stats/descriptor.asp>
For wages: <http://www.labor.state.ny.us/stats/lsWage2.asp> or, cite other sources.]

Discuss the results of any recent graduate and employer surveys with respect to the success of program graduates in the workplace and the expectations of employers for entry-level positions. **Append survey details in Appendix A.**

1. Does the program have an advisory committee? Yes _____ No _____

2. If yes, list the names and affiliations of the advisory committee members.

3. Does the college catalog contain a correct listing of advisory committee members?

4. Does the SCCC website contain a correct listing of advisory committee members?

5. How often does the advisory committee meet?

6. Specify advisory committee contributions to the program's growth and development.

7. Append minutes of the advisory committee's last two meetings in Appendix B.

IV. Curriculum

A. Curricular Revisions

1. Discuss (a) new courses, (b) revisions to existing courses [including prerequisites and corequisites], (c) changes in course sequencing, or (d) elimination of courses that have occurred since the last program review.

2. Are any changes to the curriculum being contemplated?

Yes _____ No _____

If so, describe these changes.

3. Supply the program's most recent curriculum map for each of the program's learning outcomes in **Appendix C**.

4. Based on the curriculum map, discuss the adequacy of organized, intentional, sequential learning experiences.

5. Indicate how the program satisfies the SUNY general education course requirements.

6. If courses are being offered in distance-education formats, discuss the assessments of these formats with respect to how they compare with traditional formats.

V. Assessments

A. Append the current version of the program's plans for Annual Assessment of Student learning. **Appendix D**

B. What programmatic changes have been implemented as a result of the last program review or recent programmatic assessment activities?

C. Identify desired changes as a result of programmatic assessment that have yet to take place.

D. Describe any changes in the annual programmatic assessment process the program review committee deems desirable?

VI. Students

- A. Describe full-time and part-time enrollment trends since the last program review or past five years.
- B. Describe enrollment trends regarding student's age, gender, socio-economic status and ethnicity since the last program review or past five years.
- C. Comment on graduation rates since the last program review or past five years.
- D. Comment on transfer rates for students who have and who have not graduated from the program.
- E. Has the program instituted any methods or materials to encourage and increase applications by new students? Yes_____ No_____

If yes, please describe any initiatives.

F. Has the program instituted any methods or materials to encourage and increase applications recruiting continuing students to choose this program major or emphasis? Yes_____ No_____

If yes, please describe any initiatives.

G. Describe any concerns the program review committee has regarding: (1) any enrollment trends mentioned above or (2) other enrollment-related issues.

VII. Resources

A. Comment on the availability, adequacy, and use of learning tools, such as computer software, instructional media, laboratories, studios, etc.

B. Discuss the adequacy of (1) instructional space, (2) office space (3) instructional supplies, and (4) equipment for the program.

C. Discuss library resources. **Append Library Data Package. Appendix G.**

VIII. Faculty and Staff

A. Report the numbers of full-time and part-time faculty, professional staff, and clerical staff currently associated with the program. Note any changes that have occurred in these numbers since the last program review or previous five years. Briefly explain how these changes have affected the program.

B. What is the ratio of full-time to part-time faculty? What percentage of (1) day sections, (2) traditional evening/weekend sections, (3) distance education/hybrid sections, and total sections are taught by full-time faculty? Comment on the levels of full-time, part-time faculty and professional or clerical staff.

IX. Major Findings and Recommendations

A. State the major findings of this program review.

B. Based on these findings, list specific recommendations for achieving desired changes and improvements. When appropriate include assessment findings supporting the recommendation.

X. Appendices

Appendix A: Student, Graduate, and Employer Surveys

Appendix B: Advisory Committee Minutes

Appendix C: Curriculum Map

Appendix D: *Annual Assessment Plan of Student Learning*

Appendix E: Assessment Summary

A. Identify program improvements made as a result of previous assessments of this major.

1.	
2.	
3.	
4.	
5.	

B. Major learning outcomes for this program and methods used to assess them.

	Major Learning Outcomes	Methods Used to Assess Them
1.		
2.		
3.		
4.		

C. Major Assessment Findings and Actions to be Taken in Addressing Them

	Major Assessment Findings	Actions to be Taken in Addressing Them
1.		
2.		
3.		
4.		
5.		

D. What has been learned that can be helpful to others as they conduct assessment of their majors?

Appendix F: Program Plan

Program-Review Recommendations

	Recommendations	Assessment Findings Supporting Each Recommendation	Action Plan(s)	Lead Responsibility for Action Plans	Budgetary Implications	Timeframe for Completion	Status
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Appendix G: Library Data Package