**WKU Academic Program Review--DEGREE REVIEW Self-Study Template**

**GRADUATE ACCREDITED Programs** (updated 6/15/23)

|  |  |
| --- | --- |
| **Program Name:** | **Departmental/College Home:** |
|  |  |
| **WKU Program Reference Number:** | **CIP Code:** |
|  |  |
| **Program Coordinator:** | **Program Original Implementation Date:** |
|  |  |
| **Department Chair/Director:** | **Report Submission Date:** |
|  |  |
| **Program Accreditations/Accreditor web address:** | **Most Recent Accreditation Review Year:** |
|  |  |

**Program coordinators should complete the template below alongside their accreditation report. Simply cut and paste the relevant information from the accreditation report and add any needed context or clarification to address the questions/topics. Please avoid including extraneous information. If the program is not able to address any of the APR topics/issues by with information from the accreditation report, they should write new material to address the issues in the template. Deans will return incomplete self-studies soon after initial submissions and identify areas that need development or clarification, and chairs will resubmit updated self-studies.**

1. **Response to previous program review recommendations**

|  |
| --- |
| *Summarize recommendations from the previous program review (currently CAPE, 5th-year review, or accreditation report) and how they were acted upon.* |
|  |

1. **Program Overview**

|  |
| --- |
| *Provide current program requirements as approved, primary delivery modes, and any collaborations with other departments. Consider the following questions:*   1. How does the mission of the program fit with the home department and college? 2. What is the program’s structure? For example, is it a single program or does it have informal tracks/concentrations, formal tracks/concentrations, options, or certificates? 3. If the program is not the only program within the home unit, what are the other programs? If there are several programs in the same academic home, how are they related to one another and what impacts does this relationship have on student learning? If your program has multiple delivery modes, what are the reasons for and implications of this choice? 4. Describe any substantial and structured collaborations with other programs, such as dual, double or joint degrees and benefits of these arrangements? |
|  |

1. [**Program Assessment**](https://www.wku.edu/academicaffairs/ee/assurance_learning.php) **and Evaluation**

|  |
| --- |
| *Summarize the assessment plan used to evaluate the program, the extent to which students are meeting program learning outcomes, and how the program is engaged in a coherent process of continuous curricular and program improvement. Attach annual assessment reports and your program’s curriculum map. Consider the following questions*:   1. What has the program learned through assessment of learning outcomes and what pedagogical and/or curricular changes have been made as a result of assessment? 2. How is this program staying current in the discipline and preparing students for current emerging or future opportunities? 3. If relevant to the program, how do leaders within industry, business, government, or non-profit organizations become involved in offering advice and perspectives on the program and the curriculum? |
|  |

1. **Recruiting, Admissions, and Enrollment (See *Applied/Admit/Enrolled; Applicant Diversity; Admits Not Enrolled; Majors* on APR Program Metrics)**

|  |
| --- |
| *Analyze current practices and trends to determine if enrollment levels are consistent with plans and program resources. Compare to WKU program medians and peer programs at other institutions. Discuss relevant program data in the context of the following:*   1. Are admissions practices and enrollment levels consistent with plans, program resources, and career outcomes? 2. If applicable, what do trends in application volume, admits, and enrolled students signal about program strength? How does the program ensure student integration and success beyond the admitting advisor? 3. What effort has the department or program made to enhance student diversity (traditionally underrepresented groups in field)? Have those diversity efforts been successful? 4. How does the department leverage Colonnade courses to recruit for the program? 5. What changes, if any, are planned to improve recruitment, admissions, enrollment efforts? |
|  |

1. **Advising and Student Support (See *Retention Rates* on APR Program Metrics)**

|  |
| --- |
| *Discuss the process by which students receive regular advising and accurate program information. Reflect upon the following:*   1. Discuss efforts to welcome, orient, and retain new students. What is offered to connect students within the program, as well as with the greater campus community? 2. Who does advising for the program? 3. Describe how faculty advisors are determined and how students are assigned to faculty advisors. What is the ratio of advisors to students? How often do you expect students to meet with a faculty advisor? 4. What material is available on your website or in print to support advising? How is that information kept up to date and accurate? 5. What training and professional development is expected and/or supported for faculty advisors? How are faculty advisors’ performance evaluated? 6. With what other student support services, if any, does your department connect students (peer mentoring, tutoring services, etc.)? 7. What changes, if any, are planned to improve advising and student support efforts? |
|  |

1. **Program Diversity**

|  |
| --- |
| *Describe the efforts taken to foster overall program diversity, a climate of respect and inclusion, and a sense of community by considering the following:*   1. What efforts are there to enhance faculty/staff representation of traditionally underrepresented groups in the field? How does the unit rate its ability to attract and retain a diverse faculty/staff? 2. What changes, if any, are planned to improve program community and climate efforts? |
|  |

1. **Professionalizing Students**

|  |
| --- |
| *Discuss the professional development opportunities for students and consider the following:*   1. How does the program prepare students for a range of careers and/or further academic training in additional graduate study? 2. How does the program encourage students to participate in professional development opportunities that will enhance skills and support their career goals? 3. What resources and guidance are available for exploring academic and/or non-academic careers? 4. What opportunities and funding are available to attend and present at professional meetings? 5. To what degree does the program offer teaching experience and teaching-related professional development to graduate students? 6. What changes, if any, are planned to improve student professionalization efforts? |
|  |

1. **Degree Completion and Time to Degree (See *Graduation Rates* and *Degrees* on APR Program Metrics)**

|  |
| --- |
| *Describe efforts to help students make timely progress to degree. Use institutional data sources to examine and evaluate progress to degree metrics and comparison to WKU programs/medians. Include the following in your discussion:*   1. What efforts have been made to improve progress to degree performance and completion rates? 2. Do students from educationally underrepresented groups (racial/ethnic minority, low-income, first generation in college, other groups) succeed in the program at rates comparable to other students? How are equity gaps being addressed? 3. What changes, if any, are planned to improve degree completion efforts? |
|  |

1. **Career Services and Post-Graduation Outcomes****(See *Employment After Graduation* on APR Program Metrics, SteppingBlocks Report and any other available data)**

|  |
| --- |
| *Evaluate student career outcomes, exit survey, and alumni survey data, and reflect upon how these outcomes are consistent with program goals.*   1. What do students do after graduation? 2. What career resources are available to students? 3. What is the range of student career outcomes, and are these outcomes consistent with program goals? How does the program track the career progression of its graduates? |
|  |

1. **Faculty and Teaching Data (See *SCHP by Faculty* and *Course Sections, SCHP & Enrollments* on APR Program Metrics)**

|  |
| --- |
| *Indicate how faculty workload and utilization positively and negatively impacted the program and outline any strategies related to workload utilization that would improve the program. Consider the following:*   1. What is the impact of course offerings, course and faculty rotation, and the structure and frequency of course offerings on program quality? 2. How do student credit hour production and course enrollments affect the degree program? |
|  |

1. **Faculty Research and Service Productivity**

|  |
| --- |
| *After reviewing faculty productivity in terms of scholarship and service during the review period, indicate how productivity impacts the program and outline any strategies related to productivity that would improve the program.*   1. How has scholarly/creative productivity affected the program? 2. In what ways have service outcomes affected program quality? 3. What does your program do to serve, engage, and support the local, state, and regional community? What efforts have been successful, what efforts need improvement, where do you see opportunities? |
|  |

1. **Facilities**

|  |
| --- |
| *Evaluate the quality of facilities (classrooms, lab, equipment, etc.) your program requires to deliver your program.*   1. Are your facilities adequate to deliver a quality program? 2. What facility improvement would help you improve the quality of your program? |
|  |

1. **Alignment with WKU Mission and Strategic Plan**

|  |
| --- |
| *Describe the contributions of the program to the* [*WKU Mission, Statement of Purpose, Core Values*](https://www.wku.edu/about/mission.php)*, and Strategic Plan (*[*Climbing to Greater Heights*](https://www.wku.edu/strategicplan/)*)* |
|  |

1. **Alignment with State/CPE Mission**

|  |
| --- |
| Describe the contributions of the program to the statewide [postsecondary education strategic agenda](http://cpe.ky.gov/ourwork/strategicagenda.html). |
|  |

1. **Additional Funding Considerations for Graduate Students (if applicable)**

|  |
| --- |
| *Discuss the program’s student funding data and mechanisms, along with any goals for providing funding guarantees. Include a discussion of funding issues, such as:*   1. How is the program ensuring graduate students have adequate funding and what steps are being taken to provide a multi-year funding guarantee upon admission? 2. Are there opportunities for graduate students to secure individual extramural support? What efforts are made to ensure graduate students have funding? 3. To what extent is the program making use of funding for diversity efforts? |
|  |

1. **Overall Analysis of the Self-Study and the State of the Program**

|  |
| --- |
| *Outline key findings from the self-study, including primary program strengths and challenges, and priorities the program has identified for improvement.*   1. What are your short-term and 5-year goals for the program and what metrics, targets or other information will you use to determine success? 2. What resources, if any, do you need to be successful? |
|  |