

## **PROGRAM REVIEW COMMITTEE**

### **Draft**

The Provost is responsible for appointing members of the Program Review Committee.

Generally, the committee will be made up of the following representatives:

- a. Faculty representatives from each of the three Schools of the College of Arts and Sciences, the School of Business and Management, the School of Education, and the Hauptmann School. (6)
- b. A representative from the College for Distance Learning (1).
- c. A representative from Student Services (1)
- d. A faculty member appointed by the Faculty Senate (1).
- e. The Provost or his/her representative (1).

In addition, people holding the following positions would be invited as resource individuals:

Registrar

Representative from the Office of Finance and Administration

Executive Director of the Graduate School

Members of the Program Review Committee are appointed for a one-year term, and can be reappointed, but can only serve a total of two consecutive terms. No member of the Program Review Committee can be a member of a department/Program under review that year.

**ACADEMIC PROGRAM REVIEW**  
**(Proposed outline of the Self-Study Report)**

- I. History of the Department
- II. Department Mission & Vision
- III. Goals & Objectives – Outline 3-year goals and objectives of the department. These should be tied to the department’s mission as well as the mission of the university.
- IV. Summary of Data
  - A. Enrollment (credit hours) – separate enrollment by mode of delivery
  - B. Majors
  - C. Graduates
  - D. Number of faculty (full-time, full-time off campus, part-time, adjuncts, and FTE)
  - E. Ratio of students to faculty (by campus center; and online)
  - F. Cost per student and per faculty member (per year)
- V. Academic Program Offerings
  - A. Majors
  - B. Minors
  - C. Certificate Programs
  - D. Locations
- VI. Faculty (include individual vita) Include information about how off-campus faculty are involved in departmental activities.
- VII. Adjunct Faculty
  - A. List by campus center/online
  - B. Include vita
  - C. List professional development activities provided to adjuncts by campus center
  - D. Describe adjunct evaluation methods by mode of delivery

VIII. Students

Describe the type of students you have in your major, the type of places they come from, what type of programs are they looking for, and the type of jobs they desire.

IX. Facilities (current facilities and future needs)

X. Strengths and Weaknesses (SWOT)

A. Strengths – List three to eight strengths

B. Weaknesses – List three to eight weaknesses

C. Opportunities – Looking at the next five years, list opportunities for departmental growth and/or successes.

D. Threats – Looking at the next five years, list threats to departmental growth and/or successes.

XI. Competition and Professional Standards – outline programs in the discipline offered by universities in the area and outline program guidelines from professional and/or accrediting organizations.

XII. Program Assessment Plan

XIII. Plans for the Future