

**Program Review: Self-Study Outline
2018-19 Academic Year**

Program Review period is September to the December of the following Academic Year (16 months)

A. Summary

1. Summarize any changes in the department/programs since the last Program Review. (Changes could include additional or reduction in programs, changes in personnel, organizational/structural.)
2. Identify charges and goals articulated by the Dean and the Action Plan (from previous Program Reviews) and describe progress towards achieving these charges and goals.
3. What are critical questions you would like to see addressed in this program review?

B. Program Effectiveness and Currency

1. What is the context (national, international, local, CCC) for your program(s)? How are the disciplines in your programs evolving and how have your programs changed to remain current?
2. Describe what you have learned from your efforts in assessing student learning outcomes.
3. Describe what you have learned in your assessment of career preparedness in your students.
4. Describe how the department uses assessment results to inform decisions about your programs.
5. Describe efforts to improve retention and paths to graduation.
6. Describe efforts at developing extra-curricular, internship, and career opportunities for your students.

C. Faculty

1. Summarize efforts at determining appropriate faculty credentials and articulating tested experience (tested experience includes professional or other experience that demonstrates faculty have mastery of their course/disciplinary content).
2. Report on faculty productivity and faculty to student ratios (per data pack/Fact Books) and how these have trended over the past five years.
3. Describe experience and efforts at faculty development (both full and part-time).
4. Summarize faculty performance on the Student Evaluation of Teaching instrument and other means of evaluating teaching effectiveness.

D. Staff, Facilities, and Other Resources

1. Describe Summarize current departmental support staff responsibilities. How do department staff support department operations, and how has the department responded to any changes in staffing structure?

2. Discuss current state of facilities and other departmental resources, and changes made to these in the recent past.

E. Enrollment

1. Discuss enrollment trends over the past five years. (Include majors, concentrations, minors, other.)
2. What plans does the program have to grow and/or manage appropriate enrollment over the next five years?

F. Strengths, Weaknesses, Opportunities, Challenges

1. Identify and discuss relevant items in these areas

G. Authorship

1. Identify all faculty and staff who participated in the development of this Self-Study.

H. Appendices

1. Attach any appendices for documentation to share with the dean and potential external reviewers.

Data provided to department includes:

- Enrollment (majors, minors, non-majors)
- NSSE Results
- Graduating Student Survey
- Your First-Year College Survey
- Student Evaluations of Teaching results
- Retention and Graduation Rates and Trends
- Annual Assessment Reports
- Faculty to Student Ratios
- Ratios: Credit Hours to Full-Time and Full-Time Equivalent, Majors to Full-Time and Full-Time Equivalent (5-year trend)
- Average Class Size (5-year trends)