

Humanities and Social Sciences Guidelines for Preparation of Program Review Self Study

The following topics are intended to serve as a guide for the preparation of your Program Review Self Study, which should include the following information:

I. PROGRAM BACKGROUND/CHARACTERISTICS

- A. Update your program/department history for the review period. Include any 'unique' aspects of the program (clinics, institutes, off-campus or university-wide initiatives, etc.). Programs which have not provided historical information in previous reviews should provide a complete history; others provide only an update.
- B. Discuss the relationship of your program/department to College goals.
- C. Describe the current staffing in your program/department. Include faculty workload distribution for all full-time and part-time faculty and teaching assistants. Also describe the work assignments for support staff and graduate assistants. Finally, describe how well your staffing supported your program goals.
- D. Discuss the support funding (OCE, hourly, travel and capital outlay) that has been available to your program and how program needs are/are not met. A copy of your budget data should be included in the Appendix.
- E. Describe your program's involvement in teacher education.

II. FIVE YEAR REVIEW OF PROGRAMS

- A. List your department's/program's goals/objectives from the last Program Review and progress in meeting these goals. Previous departmental goals/objectives should be included in the Appendix.
- B. List the Academic Vice President/Provost's recommendations for your program from the last Program Review and progress in meeting these goals (if any recommendations from the previous review were not successfully completed, explain why). Previous program review recommendations should be included in the Appendix.
- C. Discuss enrollment changes and changes in number of majors and minors, in the context of the College at large, for the review period. (Data will be provided by Institutional Research.) The enrollment/graduation data from Institutional Research should be included in the Appendix.
- D. Discuss your program(s) productivity and efficiency in the context of the College at large for the review period. Utilize data from Institutional Research, budget data, and the Humanities and Social Sciences Annual Report.
- E. Discuss graduation data for the last review period. This discussion should include an analysis of the numbers of graduates, major retention, time to graduation for students, and the diversity of your graduates. Four-year graduation plans for regular and transfer students should be included in the Appendix.
- F. Discuss ways your program has served local, regional, or national markets.
- G. If appropriate, discuss accreditation status. Program accreditation requirements should be included in the Appendix.

III. UNDERGRADUATE AND GRADUATE PROGRAM PERFORMANCE/ ACHIEVEMENTS

- A. Discuss the recommendations of the external consultant(s). The consultant's report should be included in the Appendix.
- B. Discuss assessment data/results since the last Program Review and their impact on the curriculum, advising and teaching within the department. Points to cover should include:
 - A description of the type of assessment methods utilized during the review period including the number of students assessed by each of the assessment methods and the dates and time period for each of the assessment activities
 - A summary and interpretation of the results of assessment
 - A description of the ways assessment results were used to improve your programYour most recent College approved Assessment Plan should be included in the Appendix.
- C. Discuss the effectiveness of your assessment plan for the review period.
- D. Discuss the quality of the graduates from your undergraduate and graduate programs. Highlight areas of strength and weakness. Provide evidence of success of students in applying knowledge and skills in the discipline. This could include both pre-graduation evidence and post-graduation evidence.

IV. PROGRAM GOALS/OBJECTIVES FOR NEXT FIVE YEARS

- A. Update your program goals/objectives for the next five years. Comments/recommendations made from the outside reviewer should be addressed where appropriate in the program goals.
- B. Update your student learning outcome statements and assessment plan(s) for the next five years. Submit your updated plan(s) as part of your Self Study (in the Appendix) and to the College Assessment Committee for review.
- C. Project program professional and support staffing needs for the next five years including any anticipated changes.
- D. Project and discuss funding priorities (which are related to your program goals) for the next five years. Include any faculty development initiatives, or needed capital outlay that would improve the quality of your program(s).