Program Self-Study Template

Element One: Program Purpose and University Goals		
CRITERION FOR REVIEW	**INQUIRY**	**Self-Assessment SCORE**
A. Program Mission and Operating Practices	Does the program have a mission statement or statement of program goals that is appropriate? Does the program have an organizational structure and procedures for its key activities such as advising, scheduling, chair selection and review?	
Evidence and Comments:		
B. Program Relation to University Mission	Is the program supportive of the University's mission and strategic goals? Is its program integrated and supportive of the campus's four mission centers, its general education program, and Academic Affairs and University's strategic priorities?	
Evidence and Comments:		
C. Dissemination of Program Mission and Goals	Has the program disseminated information about itself to key constituencies, including faculty, professional colleagues, current and prospective students, and the community?	
Evidence and Comments:		
Summary Recommendations for Element One:		

II. Element Two: Achieving Educational Outcomes		
CRITERION FOR REVIEW	**INQUIRY**	**SCORE**
A. Curriculum Requirements and Expectations for Learning	Do the program's curriculum and degree requirements reflect high expectations of students? Is that curriculum reflective of current standards in the discipline?	
Evidence and Comments:		
B. Course and Program Learning Outcomes	Has the program developed assessable learning outcomes for its courses and for the program? Are course learning outcomes aligned with program outcomes?	
Evidence and Comments:		

C. Learning Outcome Data and Analysis	Does the program regularly collect course and program learning data? Is that data analyzed, available, and used for program improvement?	
Evidence and Comments:		
D. Timeliness of Degree Attainment	Do students in the program attain the degree in a timely fashion?	
Evidence and Comments:		
E. Involvement of Students in Curricular Activities	Are students active participants in the learning process? Does the program provide opportunities for students to participate in curricular-related activities, such as clubs, fieldtrips, competitions, research and creative opportunities, service learning experiences, performances, and internships?	
Evidence and Comments:		
F. Advising and Academic Support	Does the program provide adequate student advising? Are its students supported in other venues such as EOP, career services, and disability accommodation?	
Evidence and Comments:		
G. Articulation, Transfer and Retention	Does the program have policies and procedures that facilitate articulation with community colleges? Are transfer students accommodated and integrated into the program? Are native and transfer students in the program being retained in the major and by the University?	
Evidence and Comments:		

Summary Recommendations for Element Two:

III. Element Three: Developing Resources to Ensure Sustainability

CRITERION FOR REVIEW	INQUIRY	SCORE
A. Faculty Resources and Scholarship	Does the program have faculty in sufficient number, and with appropriate rank, qualification, and diversity, to support its academic program in a manner consistent with its objectives? Is there evidence of the faculty involvement in scholarship and creative activities at a level appropriate to the discipline and University?	

Evidence and Comments:		
B. Professional Staff	Does the program employ professional staff --support coordinator, technicians, lab assistants -- sufficient to support the academic program?	
Evidence and Comments:		
C. Faculty Workload and Evaluation	Is faculty workload aligned with the program's goals for effective teaching, scholarship, and University and community service? Are part and full time faculty evaluated regularly and according to University policies and practices?	
Evidence and Comments:		
D. Faculty Development	Do faculty have and use professional development plans (PDPs)? Does the program support faculty development opportunities sufficient to improve teaching, learning and scholarship?	
Evidence and Comments:		
E. Fiscal and Physical Resources	Does the program have the budgetary resources needed to support its educational program? Are its facilities, including offices, labs, practice and performance spaces, adequate to support the program?	
Evidence and Comments:		
F. Developing External Resources	Does the program seek and receive extramural support, including grants, gifts, contracts, alumni funding?	
Evidence and Comments:		
G. Information Technology	Does the program have access to information resources, technology, and expertise sufficient to deliver its academic offerings and advance the scholarship of its faculty?	
Evidence and Comments:		
H. Community Involvement and Liaison	If appropriate, does the program have an advisory board or other links to community members and professionals? Does the program maintain a relationship with its alumni?	

Evidence and Comments:

Summary Recommendations for Element Three:

IV. Element Four: Creating a Learning Centered Organization

CRITERION FOR REVIEW	INQUIRY	SCORE
A. Program Planning	Does the program engage in planning activities which identify its academic priorities and examine the alignment of its core functions with those of the institution?	

Evidence and Comments:

B. Integration of Planning Resources	Does program planning successfully align its curricular, personnel, and budgetary resources? Are its planning goals informed by student learning outcome data? Is program planning integrated into the Academic Affairs budgeting process?	

Evidence and Comments:

C. Professional Accreditation	If the program holds or is seeking professional accreditation, are its practices and resources consistent with that objective?	

Evidence and Comments:

Summary Recommendations for Element Four:

Summary Comments and Recommendations

Instructions: First, summarize key program strengths and areas of improvement identified in the self study elements above. Second, list and explain recommendations identified in the self study, and describe actions that the program our University can undertake to respond to these recommendations. These recommendations should be grouped as two-year and five-year actions.

Submitted by:

Signature:

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Date:

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