



## Program Review Report

The Program Review Report (PRR) is a maximum of three-pages for CIP within the program defined by the Board of Regent's list. This report includes all degree levels with the program: *Bachelor, Masters, PhD/EdD.*

The Program Review Report is due to the Office of Assessment on or before **December 15 of the reporting year.** The report describes the academic program focusing on its purpose, necessary resources, and future plans for a strong and viable program.

### The Program Review of Degree Program Report is to include:

**Program Name:** CIP code - XX.XXXX

**Five-year average data:**

**Number of Majors:** Bachelor (Jr/Sr) = XX; Masters = XX; Doctorate = XX

**Number of degrees awarded:** Bachelor = XX; Masters = XX; Doctorate = XX

**1. *Mission, Centrality, Uniqueness – What do we do and why do we do it***

Centrality of the degree program to fulfilling the mission and role of the institution

- Brief mission statement.
- Brief statement of the centrality of the Department and its academic degrees to the College, University, and State.
- Brief statement of the uniqueness of the Department's academic degrees to the College, University, Regents System, State, Region, and Nation.

**2. *Strengths, productivity, and qualifications of the Faculty – Who does it (faculty profile)***

- Number of Faculty with Terminal Degrees explaining if program does not meet the minima:
  - ✓ Bachelor program minimum = 3
  - ✓ Master's program minimum = 6 (*unless just masters, then 3*)
  - ✓ Doctoral minimum = 8 (*unless just doctoral, then 5*)
- Effective teaching (class size, use of appropriate technology).
- Research/scholarship activities, grant proposals.
- Service and extension/outreach activities.
- Special awards and recognition.

**3. *Quality of Curriculum and Impact on Students – How well do we do it and who thinks so***  
(summary of learning assessments, student profile, productivity, placement rates, national rankings, awards)

- Quality of the students in the degree program (admissions qualifications).
  - (*undergraduate programs*) Average ACT composite score



## Program Review Report

- Enrollment trends (e.g., increases or decreases)
  - Number of Majors (*Five Year Average*) explaining if program does not meet the minima:
    - ✓ Undergraduate minimum = 25 (Juniors and Seniors)
    - ✓ Masters minimum = 20
    - ✓ Doctorate minimum = 5
- Describe sub-specialties within a degree program.
- Summarize student learning achievements documents through learning assessments and curricular improvements initiated over the 5 or more years.
- Awards and recognitions of students in the program.
- Accreditation/external reviews
- Graduation rates - Number of Degrees Granted (*Five Year Average*) explaining if program does not meet the minima:
  - ✓ Bachelor minimum = 10
  - ✓ Masters minimum = 5
  - ✓ Doctoral minimum = 2

#### ***4. External Demand – Demonstrated student need and employer demand for the program***

- Types of employers
- Types of positions – projected employment needs
- Areas of the country employed
- External indicators – employer survey, societal demands, evaluation of program by alumni

#### ***5. The service to the discipline, the university, and beyond***

- (*undergraduate only*) Department's contributions to general education
- Service courses provided for other majors
- Consulting, services, and resources to constituents (e.g., conferences, clinics, professional development, etc.).

#### ***6. Cost Effectiveness and program needs***

- Size and quality of the degree program relative to its costs.
- Faculty time required to offer the necessary courses for majors.
- Support and equipment required for students.
- Infrastructure to produce a high quality degree.

#### ***7. Major Achievements or Accomplishments and Major Challenges or Issues***

- Major achievements or accomplishments from the last review.
- Major challenges or issues experiences in the past 3-5 years.
- Improvement plans for the next 3-5 years (*ties to strategic plans*).
- Recommendations of program needs to meet future improvement goals.
- Internal review – brief description of the process to review the program