

# Academic Program Review Process for Certification Programs

The program self-study document should not exceed 25 pages in length (excluding appendices), using a 1 ½" left margin and 1" right, top, and bottom margins, 12 pt font size, and double spacing. Both the document and appendices are to be as brief as possible.

## GOALS OF ACADEMIC PROGRAM REVIEW OF CERTIFICATE PROGRAMS

The program review process shall serve as a basis for program evaluation and for long-range curriculum and resource planning. Its goals are to:

- I. Identify program goals, objectives and performance trends and relate them to College and University missions, goals, and societal needs
- II. Document quality and adequacy of staffing
- III. Analyze resource availability and utilization
- IV. Evaluate strengths, weaknesses and needs
- V. Recommend future directions

## SELF-STUDY GUIDE FOR PROGRAM REVIEW OF CERTIFICATE PROGRAMS

The following serves as a guide for academic program reviews of certificate. Individual colleges may establish additional qualitative or quantitative criteria.

- I. Description of certificate program
  - A. Statement of goals and objectives and their relationship to College and University missions and goals and to societal needs.
    1. How does the program support the mission of the College and University?
    2. How does the program serve to strengthen the Department, College, and University?
  - B. Description of the courses in the certificate program.  
*Insert copy from current Undergraduate Bulletin, excluding course descriptions. If Bulletin is not current, add approved changes to current Bulletin copy. Nothing else is to be inserted here.*
  - C. Describe major changes in the certificate program since the last review and list courses added or dropped since that time. Have these changes kept the curriculum current?
  - D. Program Performance
    1. Trends relating to program performance for the past four years. *Insert the following tables which will be provided by Office of Institutional Research. Nothing else is to be inserted here.*
      - a. Number of program certificates granted
      - b. SCH production by certificate program
    2. Course Scheduling Patterns/Enrollment
      - a. *Insert course scheduling patterns table provided by Office of Institutional Research.*
      - b. List all department courses in the current Bulletin which have not been offered within the last three years and briefly explain why each was not offered.
      - c. Provide enrollment projections for the next three years. (Indicate data source/basis for projections.)

- 1 II. Staffing  
2  
3 A. Faculty. *Insert table of ranked faculty and continuing academic staff provided by Office of*  
4 *Institutional Research and fill in specialty column.* Append a brief CV for each person listed  
5 above only if they are not faculty or academic staff at UWO. Information should include:  
6 1. Credentials  
7 2. Juried publications, papers, and posters; creative accomplishments; and funded grants for  
8 the past four years  
9 3. Sabbaticals during the past four years  
10 4. Involvement with field-based professional and/or clinical activities and service over the  
11 past seven years  
12 B. Adequacy of Staffing  
13 1. *Insert table from Office of Institutional Research indicating changes in faculty by*  
14 *resignation, retirement, non-retention, etc. since the last program review (supplement*  
15 *table as necessary).*  
16 2. Describe problems, if any, in recruiting and/or retaining faculty. How have these problems  
17 been addressed?  
18 C. Describe clerical and administrative support staff and needs  
19
- 20 III. Resources  
21  
22 A. Address the adequacy and quality of support services which are critical to the major/minor.  
23 1. Library collections and/or services  
24 2. Non-print media collection  
25 3. Computing services  
26 4. Testing services  
27 5. Availability of appropriate physical facilities, equipment, etc.  
28 6. Other (please specify)  
29 B. Extramural programmatic funding  
30
- 31 IV. Evaluation  
32  
33 A. Describe results of assessment of student learning outcomes and how these results have  
34 affected the program, curriculum, and assessment procedures.  
35 B. Describe evidence of student satisfaction with the program. Provide results of surveys of  
36 alumni and students.  
37 C. Cite employer evaluation of program completers (where applicable).  
38 D. Summarize areas of strength and weakness for the program.  
39
- 40 V. Recommendations  
41  
42 A. List the recommendations of the Dean and Provost from the last program review and indicate  
43 actions taken in response to those recommendations.  
44 B. Have any changes been made or proposed as a result of this program review? Please  
45 explain.  
46 C. Indicate any additional recommendations regarding the future of the program, including  
47 support and resources needed. These recommendations should be based on the information  
48 presented and discussed in this program review.  
49 1. Describe the continuing needs for the program in terms of local, regional, and national  
50 trends.  
51 2. Indicate the immediate and projected employment and career opportunities available to  
52 program graduates.  
53 3. Identify key factors that may influence the future direction of the program.  
54  
55 D. Identify the primary strengths and weaknesses of the program relative to professional  
56 standards and quality.  
57

1 **University of Wisconsin Oshkosh**  
2 **Academic Program Review Process**

3  
4 Unit/Department identifies self-study committee.



7 Office of Institutional Research prepares quantitative data for  
8 program under review.



11 Certification Program faculty/Director completes self-study.



14 Program faculty committee(s) and chair complete program review assessment  
15 including response to consultant's report.



18 College Program Review Committee reviews program assessments and makes  
19 recommendations with copies to the dean and department chair.



22 Dean reviews program assessment and college committee recommendations and makes  
23 recommendations with copies to the college committee and department chair.



26 If a graduate program, Graduate Council reviews program assessment and recommendations of  
27 college committee and college dean, and makes own recommendations with copies to the  
28 college dean, college committee, and department chair.



31 Academic Policies Committee reviews program assessment and recommendations of previous levels  
32 and makes own recommendations with copies to the college dean, college committee,  
33 and department chair.



36 Faculty Senate reviews program assessment and recommendations for information.



39 Provost and Vice Chancellor reviews all materials, recommendations, etc.,  
40 and makes recommendations to the department with copies to the dean, college committee,  
41 APC, and Graduate Council (if graduate program).



44 Provost and Vice Chancellor prepares summary report for System Administration.  
45  
46

Revised June 2008 Pilot for Certificate Programs