

Academic Program Review Process

Academic program review will occur every seven years except for new programs which must undergo a joint System and institution review after five years as specified in ACIS-1. Every effort will be made to schedule reviews to coincide with scheduled accreditation visits. (Sections of an accreditation report with content comparable to any of the information requested below may be inserted unchanged in the appropriate location.) Also, opportunity will be provided for Deans and/or program faculty to identify programs that, for any reason should be evaluated out of their usual seven-year cycle.

Program faculty and Deans should seek evaluation by external consultants as a supplement to the internal self-study. Consultants will be selected by program faculty in consultation with the Dean and Provost and Vice Chancellor. Consultant honoraria will be funded by the Provost's Office; other expenses will be funded by the Department/College.

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. Please submit two binders for the Program Review; one binder will be held in the Provost Office and the second binder will be returned to your department at the end of the process.

GOALS OF ACADEMIC PROGRAM REVIEW

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 UNDERGRADUATE PROGRAM REVIEW

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

- I. Description of program (Major, Minor, and Service Functions)
 - 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 major/minor and emphases.
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 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 seven years. *Insert the following tables which will be provided by Office of Institutional Research. Nothing else is to be inserted here.*

- 1 a. Number of majors (head count)
- 2 b. Number of minors (head count)
- 3 c. Number of degrees granted
- 4 d. SCH production by department
- 5 e. SCH per FTE (if available)
- 6 f. Credits to Degree
- 7 g. Semesters to Graduation
- 8 2. Course Scheduling Patterns/Enrollment
- 9 a. *Insert course scheduling patterns table provided by Office of Institutional Research.*
- 10 b. List all department courses in the current Bulletin which have not been offered within
- 11 the last three years and briefly explain why each was not offered.
- 12 c. Provide enrollment projections for the next five years (for the numbers of majors and
- 13 minors only). Indicate data source/basis for projections.
- 14 E. Relationship to Other Academic Programs
- 15 1. Briefly discuss the program's service mission. What accommodations are made for
- 16 course needs of non-majors? *Insert credit consumption by other undergraduate majors*
- 17 *enrolled in courses offered by the department; table provided by Office of Institutional*
- 18 *Research.*
- 19 2. Identify any current or potential cooperative efforts between the program being reviewed
- 20 and other programs.
- 21
- 22 II. Staffing
- 23
- 24 A. Faculty. *Insert table of ranked faculty and continuing academic staff provided by Office of*
- 25 *Institutional Research and fill in specialty column.* Append a brief CV for each person listed
- 26 above, to include at a minimum:
- 27 1. Credentials
- 28 2. Juried publications, papers, and posters; creative accomplishments; and funded grants for
- 29 the past seven years
- 30 3. Sabbaticals during the past seven years
- 31 4. Involvement with field-based professional and/or clinical activities and service over the
- 32 past seven years
- 33 B. Adequacy of Staffing
- 34 1. *Insert table from Office of Institutional Research indicating changes in faculty by*
- 35 *resignation, retirement, non-retention, etc. since the last program review (supplement*
- 36 *table as necessary).*
- 37 2. Describe problems, if any, in recruiting and/or retaining faculty. How have these problems
- 38 been addressed?
- 39 3. Describe departmental teaching load policy.
- 40 4. List activities in which faculty currently engage without credit against teaching load, e.g.,
- 41 small sections taught as overload and independent study.
- 42 C. Describe clerical and administrative support staff and needs
- 43
- 44 III. Resources
- 45
- 46 A. Address the adequacy and quality of support services which are critical to the major/minor.
- 47 1. Library collections and/or services
- 48 2. Non-print media collection
- 49 3. Computing services
- 50 4. Testing services
- 51 5. Availability of appropriate physical facilities, equipment, etc.
- 52 6. Other (please specify)
- 53 B. Extramural programmatic funding
- 54
- 55 IV. Evaluation
- 56
- 57 A. Append any assessment of the program by external consultants or accreditation groups and
- 58 your response to the assessment.

- 1 B. Describe results of assessment of student learning outcomes and how these results have
- 2 affected the program, curriculum, and assessment procedures.
- 3 C. Describe evidence of student satisfaction with the program. Provide results of surveys of
- 4 alumni and students.
- 5 D. Cite the placement and/or graduate program admissions experience of graduates.
- 6 E. Cite employer evaluation of graduates (where applicable).
- 7 F. Summarize areas of strength and weakness for the program.
- 8
- 9 V. Recommendations
- 10
- 11 A. List the recommendations of the Dean and Provost from the last program review and indicate
- 12 actions taken in response to those recommendations.
- 13 B. Have any changes been made or proposed as a result of this program review? Please
- 14 explain.
- 15 C. Indicate any additional recommendations regarding the future of the program, including
- 16 support and resources needed. These recommendations should be based on the information
- 17 presented and discussed in this program review.
- 18

19 SELF-STUDY GUIDE FOR GRADUATE PROGRAM REVIEW

20 The following serves as a guide for the review of graduate academic programs. The Graduate
 21 Council and/or individual colleges, in consultation with the Graduate Council, may establish whatever
 22 additional qualitative or quantitative criteria they deem appropriate for use in their evaluation efforts.
 23 Qualitative factors are considered of prime concern in the academic review process.

24 I. Overview of the program

- 25
- 26 A. Goals and Objectives
- 27 1. Program
- 28 2. Relationship to mission for Graduate Studies on this campus
- 29 B. Description
- 30 1. Emphases, number of credits, and requirements for each emphasis
- 31 2. Admission requirements unique to the program
- 32 3. Process used for Admission to candidacy
- 33 4. Culminating experience requirement(s)
- 34

35 II. Program Performance/Quality/Evaluation

- 36 A. Data relating to program performance (use tables)
- 37 1. Number of students enrolled in program over a period of seven years (year-by-year data)
- 38 2. Degrees awarded (year-by-year data)
- 39 3. Average length of time to complete degree
- 40 B. Indicate changes and modification that have occurred since the previous program review.
- 41 C. Use standards of professional associations, accreditation bodies, and certification
- 42 requirements when applicable for program review.
- 43 D. Provide the evaluation report of the program by external consultants or accrediting bodies and
- 44 include a response to such reports. External consultants will be selected by program faculty
- 45 in consultation with the Graduate Council, Dean, chief officer of the Office of Graduate Studies
- 46 and Provost and Vice Chancellor.
- 47 E. Provide evidence of student satisfaction with the program
- 48 1. Evaluation of the program by graduates
- 49 2. Surveys or other comments
- 50 3. Employer evaluations
- 51 4. Placement and/or achievement of graduates
- 52 5. Student evaluation of program
- 53 6. What have students identified as a major issue in the program?
- 54 F. Trends influencing the program
- 55 1. Describe the continuing needs for the program in terms of local, regional, and national
- 56 trends.

- 1 2. Indicate the immediate and projected employment and career opportunities available to
 2 program graduates.
 3 3. Identify key factors that may influence the future direction of the program.
 4 G. Identify the primary strengths and weaknesses of the program relative to professional
 5 standards and quality.
 6

7 III. Curriculum Management

- 8
 9 A. Indicate dual and graduate level courses by number and enrollment by section in each course
 10 offered during the past seven years (use table).

<u>Total Courses</u>	<u>Fall</u>		<u># Sections Taught</u>	
	<u>Summer</u>		<u>Spring</u>	
Dual level courses	_____	_____	_____	_____
Graduate level courses	_____	_____	_____	_____

- 17
 18 B. Describe any special scheduling for part-time students.
 19 C. Describe resources needed for the graduate program, and explain how they will contribute to
 20 the overall effectiveness and efficiency of the program.
 21 D. Indicate activities which faculty must engage in without credit against teaching load, e.g.,
 22 small sections taught as overload, independent study, thesis advising.
 23

24 IV. External Activities

- 25
 26 A. Describe community outreach and/or in-service efforts.
 27 B. Describe extramural or grant activities which have been developed for graduate program
 28 support.
 29

30 V. Faculty

- 31
 32 A. Describe faculty qualifications to teach graduate level courses--list courses and faculty
 33 expertise in those areas.
 34 B. Describe the strengths, growth and development of graduate faculty.
 35 C. Describe any changes in graduate faculty that have directly affected the program. How have
 36 these problems been addressed?
 37 D. State the FTE (as part of load) that are assigned to the graduate program.
 38

39 VI. Support Staff and Services

- 40
 41 A. Describe support staff and needs that are related to the graduate program.
 42 B. Address the adequacy and quality of support services which are critical to the graduate
 43 program.
 44 C. Describe how Graduate Assistant workload is apportioned.
 45

46 VII. Recommendations and Evaluation

- 47
 48 A. Identify the strengths, weaknesses, and problem areas of the program as related to
 49 curriculum, productivity, faculty, support staff and services.
 50 B. Make specific recommendations regarding the future needs of the program.
 51 C. Establish timeline for implementation of recommendations.
 52 D. Report progress toward the implementation of recommendations as part of annual program
 53 report.

1 **University of Wisconsin Oshkosh**
2 **Academic Program Review Process**
3

4 Unit/Department identifies self-study committee.



7 Self-study committee identifies external consultant(s)
8 to be approved by the Dean and Provost.



11 Office of Institutional Research prepares quantitative data for
12 program under review.



15 Program faculty completes self-study.



18 External consultant visits campus and completes report.



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



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



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



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



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



43 Faculty Senate reviews program assessment and recommendations for information.



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



50 Provost and Vice Chancellor prepares summary report for System Administration.
51
52

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.
- II. Staffing
 - A. Faculty. *Insert table of ranked faculty and continuing academic staff provided by Office of Institutional Research and fill in specialty column. Append a brief CV for each person listed*

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

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

