

PROGRAM REVIEW ELEMENTS AND FORMAT

(# of pages indicated for items are recommendations)

- A. Overview and brief history of the program including majors, minors, and concentrations (1 page).
- B. Program goals and objectives, and its relationship to the role and mission of Mesa State (1 page).
- C. Analysis of need for the program (2 pages) based upon:
 - i) Enrollments, graduates, and other relevant data (See Appendices i and ii).
 - ii) Other considerations.
- D. Narrative Summaries of Resources (6 pages)
 - i) Unique characteristics of the program influencing the need for resources.
 - ii) Faculty and staff.
 - iii) Physical facilities.
 - iv) Instructional equipment, including information technology and its use.
 - v) Library, including DVD, video, etc.
 - vi) Unique sources of revenue and expenditures.
- E. Effectiveness (5 pages)
 - i) Accreditations by professional, regional, or national associations.
 - ii) Changes since the most recent program review.
 - iii) Assessment of student academic achievements within the program, based on the program assessment plan. The narrative should include a summary of strengths and needs identified as a result of these assessments for the years covered by this review.
 - iv) Faculty success data: (1) teaching; (2) advising; (3) scholarship; (4) service; (5) other achievements
 - v) Student success data; e.g., awards, licensure rates, national testing for licensure rates, average test scores on graduate school admission tests such as GRE, MCAT, LSAT, acceptance into graduate or professional programs, employment in the field, etc.
- F. Strengths identified by the review. (1 page)
- G. Areas needing strengthening identified by the review. (1 page)
- H. Vision (3 pages)
 - i) Proposals for strengthening the program
 - ii) Program priorities requiring additional resources.
- I. Appendices
 - i) Statistic sheet for past 5 years. (provided by Institutional Research)
 - Table 1A. UG Enrollment by Major Code by Program Level (5 most recent fiscal years)—July 15
 - Table 1B. UG Enrollment by Major Code by Student Level (5 most recent fiscal years)—July 15
 - Table 2. Headcount and Credit Hour Distribution by Term by Course Level (5 most recent fiscal years)—July 15
 - Table 3. Headcount and FTE Enrollments by Student Level and Tuition Classification (5 most recent fiscal years)—July 15
 - Table 4. Degrees by Level by Program Code (5 most recent fiscal years)—May 1
 - Table 5A. One-year Retention Rates by Major Code (5 most recent fall terms—one-year lag)—May 1

Table 5B. Headcount of Graduates by Type of Entry and Average Cumulative Credit Hours to Degree (5 most recent fiscal years)—May 1

Table 6. Faculty FTE by Appointment Type (5 most recent academic years)—May 1

Table 7. Aggregate Faculty Workload by Appointment Status (most recent academic year)—July 15

Table 8. Faculty Workload by Course Type (most recent fall semester)— July 15

Table 9. Course Count by Level (most recent fiscal year)—May 1

- ii) Finance and budget sheet for past 5 years. (provided by Budget Office)—Table 10 (2 most recent fiscal years, with additional years added as they become available)—May 1
- iii) Library assessment (provided by the Library)
- iv) Most recent program review summary. (provided by the department)
- v) Assessment plan and results. (provided by the department)
- vi) External accreditation summary. (provided by the department)
- vii) Other relevant data. (provided by the department)
- viii) Faculty Vitae. (provided by department)

Source: Curriculum Committee, March 22, 2006