Marshall University
Program Review Format
March 2003

I PROGRAM DESCRIPTION for: _____________________________________________________
(Name of Program)

Date of last Review: _____________________________________________________________

(Provide a narrative regarding your program (including information for any options or tracks), its nature, unique characteristics, goals, etc. Please limit to one page. It is appropriate to include catalogue description.)

II ACCREDITATION INFORMATION.

(Note: If your program has been accredited by a national organization, please supply the following information. If your program is not accredited, please skip to section III. Please use the appendix numbers as indicated in each section. If you skip a section do not renumber the appendices.)

Provide the following information about the program’s accreditation status:

A Name and Description of the accreditation organization:

B Most recent year program accredited: (include a copy of the letter conferring accreditation.)

C Accreditation Status: (Regular, Probationary, Unaccredited, Other)

D Attach a copy of the accreditation organization’s report to the University, if different from B.

E If program deficiencies were noted, please attach the report to the accrediting agency outlining the deficiencies and corrective action taken or proposed.

F Provide 1 copy of the most recent self-study report for final submission to BOG. (This copy will be returned.)

III PROGRAM STATEMENT on Adequacy, Viability, Necessity and Consistency with Mission.

A ADEQUACY (Provide a narrative summary for each of the following in addition to the requested appendices.) The narrative should be in portrait style with the charts in the appendices in landscape style.

1 Curriculum: Summarize degree requirements and provide commentary on significant features of the curriculum. In Appendix I, list required courses, elective courses, and total hours required. The list of courses should provide specific course titles and numbers.

2 Faculty: Summarize significant points relating to faculty teaching courses within the major (percentage of faculty holding tenure, extent of use of part-time faculty, level of academic preparation, faculty development efforts, books & journal articles, papers & attendance at state, regional and national professional organization meetings). Include part-time faculty and graduate assistants you employed during the final year of this

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review. Prepare as Appendix II Faculty Data Sheet for each full-time faculty member, part-time faculty member, and graduate assistant. For part-time faculty members and graduate assistants prepare data through question one on the Faculty Data Sheet.

3 Students: (NOTE: If your program is accredited, please refer to the appropriate page numbers in your accreditation report.)

a Entrance Standards: Describe the admissions standards and procedures employed for making the admission decision. (GPA, ACT, other tests)

b Entrance Abilities: Identify potential ability of students admitted to the program as measured by standardized tests (ACT, SAT, GED, TOEFL, etc.) and high School GPA.

c Exit Abilities: Identify abilities of students who graduate from the program (GPA, Licensure exam passage, certification tests, etc.)

4 Resources: (NOTE: If your program is accredited, please refer to the appropriate page numbers in your accreditation report.)

a Financial: Provide information related to financial support of the program. Address the total commitment of the department and what portion of the departmental resources is devoted to this program. Include state appropriated funds, grants, contracts, state funds and student fees. If this program were terminated as a major, what resource savings would occur (reduced faculty, staff, space, courses taught, etc.) In what other ways would termination of the program impact the institution.

b Facilities: Describe facilities available for the program including classrooms, laboratories, computer facilities, library facilities, or equipment needed for program delivery.

5 Assessment Information: (This section should be a summary of your yearly assessment reports.)

a Summarize the principal elements of the departmental assessment plan.

b Provide summary information on the following elements: Attach Chart I Assessment Summary as evidence.

- Student Outcomes
- Assessment Tool or Approach/Standards/Benchmark (BOT Initiative #3)
- Results/Analysis
- Action taken

c Provide information on how assessment data is used to improve program quality. Include at least 3 specific examples drawn from the past 5 years.

d Graduate and Employer Satisfaction: Provide evidence and results of follow-up studies of graduates and employers. The studies should indicate graduate and employer satisfaction with the effectiveness of the educational experience.
Include a summary of the results of any studies. The summary should indicate the number of individuals surveyed or contacted and the number of respondents.

6 **Previous Reviews:** Describe the last program review action (including committee recommendation) and indicate corrective actions (if necessary) since the last review.

7 **Strengths/Weaknesses:** (NOTE: If your program is accredited, please refer to the appropriate page numbers in your accreditation report.) Identify the strengths and weaknesses of the program. Describe program plans for removing the weaknesses.

B **VIABILITY** (Provide a narrative summary for each of the following in addition to requested appendices.) The narrative should be in portrait style with the charts/appendices in landscape style.

1 **Off-Campus/Distance Delivery Classes:** Describe/Summarize off-campus (other than the Huntington, or South Charleston campuses) /Distance Delivery courses offered and locations for the past 2 years. (Include locations, courses, enrollments, as Appendix III.)

2 **Service Courses:** Describe/Summarize departmental courses that are required for students in other majors and support programs outside the major. (Include enrollment data for these courses in a chart for the past five years as Appendix IV.) Use the table format shown as Appendix IV to present data. *The data are prepared by the Office of Institutional Research and is sent to every college dean and chair in November and March.*

3 **Articulation Agreements:** Describe program specific articulation agreements with other institutions for delivery of this program.

4 **Program Course Enrollment:** Describe/Summarize program area courses taken by students who are majors and include enrollment by semester for the past 5 years. Indicate required or elective courses. The purpose of this section is to indicate the availability and relative health of the programmatic courses. Please include all students enrolled in the courses, whether majors or not. (Include enrollment data for these courses in a chart for the past five years as Appendix V.) Use the table format shown in the Appendix V template to present data. *The data are prepared by the Office of Institutional Research and is sent to every college dean and chair in November and March.*

5 **Program Enrollment:** Summarize data indicating the number of new students admitted, number of principal majors enrolled from your college, number of second majors, the number of students enrolled as majors from other colleges (i.e., College of Education specialization majors), the number of minors, and the number of graduates for the program for each of the past five years. (Include a chart as appendix VI and provide separate data for each option offered under the program.) *Data furnished by the Office of Program Review and Assessment and Office of Institutional Research. Some of these data are available from the Office of Institutional Research website.*

6 **Enrollment Projections:** Identify trends that will influence enrollment over the next five years. Provide enrollment projections.
C  **NECESSITY:**  (NOTE: If your program is accredited, please refer to the appropriate page numbers in your accreditation report.) (Provide a narrative summary for each of the following in addition to requested appendices.) The narrative should be in portrait style with the charts/appendices in landscape style.

1  **Advisory Committee:** Identify whether the program has an Advisory Committee, and, if so, briefly indicate the role and impact of the Committee.

2  **Graduates:** Provide information on graduates in terms of places of employment, starting salary ranges (where appropriate and known), number employed in field of specialization, and/or acceptance into baccalaureate or graduate programs. (NOTE: Do not identify students by name.)

3  **Job Placement:** If the job placement rate reported above is low, can a course of action be identified that would improve this situation? Provide a summary of procedures utilized by the institution to help place program graduates in jobs or additional educational programs. Include activities supported by both the student’s academic department as well as the institution’s placement office. This summary should include the institution’s procedures and program organization for continuing contact and follow-up with graduates.

D  **CONSISTENCY WITH MISSION:**  (NOTE: If your program is accredited, please refer to the appropriate page numbers in your accreditation report.) (Provide a narrative summary.)

Explain how this program fits into the mission of the institution. Identify the relationship of this program to other programs at the institution, especially in terms of mutual support, e.g., shared faculty, shared facilities, shared course requirements.

IV  **PROGRAM OF EXCELLENCE.**

If this option is marked as the institutional (program) recommendation, include a statement of justification. This statement should be a document (limited to two pages) that provides detailed information on the strengths of the program and reasons why the program should have the designation of excellence. Identify the aspects of your program that qualify it as a Program of Excellence (e.g., accreditation, honors, special recognition, unique characteristics, etc.). All supporting documents must be provided to the Committee. The guidelines “Statement on Criteria for Designation of Excellence” are attached for reference.