

# ISU Academic Program Review (APR) Self-Study Template

The Self-Study is limited to 50 pages, including tables and figures.

For the purposes of this report...

**Program Review** is a general term used to describe the review process for departments, programs, or degrees not covered by specialized accreditation.

**Program Goals** describe broad learning goals and concepts (what you want students to learn) expressed in general terms (e.g., clear communication, problem-solving skills, etc.). They may also include operational goals (e.g., student recruitment, retention, and faculty support)

**Student Learning Outcomes** are the specific skills, values, and attitudes students should exhibit that reflect the broader objectives (e.g., for students in a freshman writing course, this might be “students are able to develop a cogent argument to support a position”). These should be *program level* outcomes, not *course level* outcomes. ([ISU Assessment Handbook](#)). Most programs will have 3-5 learning outcomes.

**Program:**

**Review Date(s):**

**Self-Study Chair:**

## I. Executive Summary

## II. Program Overview

- A. Provide program mission and vision
- B. List program degrees, majors, minors, and certificates
- C. List program objectives and student learning outcomes
- D. List location and delivery modes of instruction (distance education, online, outreach location, weekends, evenings, etc.)
- E. Provide a general curriculum overview with a link to catalog listing. (Some programs may also wish to attach syllabi. May be attached as an appendix or in a shared folder, etc.)
- F. Include summary of peer program information from other institutions.

## III. Response to Previous APR Recommendation(s)

- A. Changes made in response to recommendations of previous APR, and results of those changes

## IV. Program Alignment

- A. Describe program's alignment with university mission, vision, and strategic plan (include core themes and 5 year plan):
- B. Describe program's alignment with college mission, vision, and strategic plan
- C. Summarize program's support of other units in the college and university (courses required in other programs, service courses, etc.):
- D. List General Education objectives and the courses that meet them from your program

## V. Student Learning Outcome Summary

- A. Describe the process for establishing, reviewing, and revising student learning outcomes (consider performance of programs on multiple ISU campus locations or delivery modes)
- B. Discuss results of the student learning outcome analysis.
- C. Summarize assessment improvements since previous program review
- D. Use the table below to provide more detailed assessment for each student learning outcome listed in the Program Overview above

Student Learning Outcome	Assessment Tool	Data Analysis Method	Results	Actions taken

## VI. Students

- A. Demographics - available from Institutional Research (e.g., in appendix, shared folder, etc.)
- B. Student retention and graduation trends/data
- C. Five year average degree production

## VII. Student Support Services

- A. Advising and mentoring policies and processes
- B. High impact practices (e.g., undergraduate research, internships, capstone courses and projects, service learning, etc.)
- C. Student recruitment and retention activities
- D. Other student support services that distinguish the program

## VIII. Faculty

- A. Faculty overview for the current academic year [use HLC Faculty Qualifications table in Activity Insight or Faculty Qualifications table shown below]
- B. Faculty workload for the current academic year [use Workload Percentage Report in Activity Insight or Faculty Workload Summary table shown below.]
- C. Make abbreviated CVs available (May use Vita in Activity Insight. May be attached as an appendix or in a shared folder, etc.)
- D. Internal metrics for the institution (i.e., expectations for faculty research/publications/service/teaching tied to P & T)

**Table A. Faculty Qualifications (Activity Insight)**

Name	Rank	Research / Creative Activity Expertise

**Table B. Faculty Workload Summary (Activity Insight)**

Name	PT <sup>1</sup> or FT	Classes Taught (Course # / Credit hrs.) Term and Year <sup>2</sup>	% of Time Teaching <sup>3</sup>	% of Time Research or Scholar- ship <sup>3</sup>	% of Time Service <sup>3</sup>	% of Time Devoted to the Program <sup>4</sup>

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1. FT = Full Time Faculty or PT = Part Time Faculty, at the institution
2. The academic year for which the Self-Study Report is being prepared.
3. Program activity distribution should be in percent of effort in the program and should total 100%.
4. Out of the total time employed at the institution.

## **IX. Program Resources**

- A. Budget. Describe budget planning and processes, fiscal priorities, and financial decision-making. Include budget for each program, with total and % for instruction and operations.
- B. Support Resources and Services. Describe available support resources and services (e.g., library, information technology, discipline-specific, etc.).
- C. Facilities. Describe facilities and schedule for maintenance and improvement (e.g., equipment, technology, distance learning setup, classroom space, laboratory space, discipline-specific software, etc.).

## **X. Overall Program Evaluation**

- A. Program strengths
- B. Program weaknesses
- C. External constraints and/or challenges
- D. Opportunities for improvement

Approved by Deans' Council, April 3, 2018  
Approved by Faculty Senate, April 23, 2018