

Graduate Program Review Cycle & Criteria

Year 1: Program Relevance and Viability (in alignment with HLC Criteria #1, 3, 4, and 5)

I. Mission

- a. State the mission and goals of the program.
- b. Illustrate how the program supports the mission and values of the institution, as shown in the table below.

| | Alignment Example | Evidence |
|--------------------|-------------------|----------|
| University Mission | | |
| Contemplation | | |
| Hospitality | | |
| Integrity | | |
| Stewardship | | |
| Service | | |

II. Program Description / Comparison

| | Viterbo Program | Primary Competitor | Aspiration Program |
|--------------------|-----------------|--------------------|--------------------|
| curriculum | | | |
| cost | | | |
| Time to completion | | | |
| Format | | | |

- a. Complete the chart above, choosing the primary competitor and the aspiration program. Briefly describe the rationale for choosing the aspiration program.
 - i. Compare the Curricula of the programs
 - ii. Include core, support, elective requirements, including sequencing
 - iii. Explain the process to evaluate and update the curriculum.
 - iv. Briefly describe the evolution (if any) of the curriculum over the past five years.
 - v. Compare the time-to-completion and cost of the three programs
 - vi. Provide a brief narrative of analysis of the differences and similarities of the programs.
- b. Related programming
 - i. Describe any workshops, seminars, conferences, certificates, custom education, etc., offered through this program.
 - ii. Describe the costs and benefits of this related programming.

III. Relevance & Viability

- a. Whom does this program serve (target population), and why?
- b. List the enrollments for the program for the past 5 years.
- c. Describe efforts to recruit and retain students.
 - i. Personnel (%FTE) and process for recruitment & retention
 - ii. Admission processes
 - iii. Brief analysis of enrollments and interventions made to increase/maintain enrollments.
- d. Financial
 - i. Provide the budget reports including aggregate revenue and expenses for this program for the past five years (obtained from the business office).

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- ii. List revenue (other than tuition) such as lab fees, tuition surcharges, or ticket sales, generated by this program.
 - iii. Provide a brief analysis of revenue and expense fluctuations.
 - 1. Revenue fluctuations
 - 2. Expense fluctuations
 - iv. Describe whether financial needs are being met by current budget resources
 - v. Describe steps taken to reduce operational costs for this program.
- e. Materials/Equipment & Physical Space
 - i. Describe the materials and equipment (including technology) needed to sustain this program and if the needs are being met.
 - ii. Describe the physical space needed to sustain this program and if the needs are being met.
- IV. Identify strengths, challenges, unmet needs, and goals relating to the above.

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Year 2: Planning (in alignment with HLC Criterion #5)

- I. Current State Metrics
 - a. List and summarize the following program outputs:
 - i. Number of students enrolled for the past 5 years
 - ii. Retention rate for the past 5 years
 - iii. Completion rate for the past 5 years
 - b. List and summarize the following program inputs:
 - i. Number of faculty and percentage each is dedicated to graduate teaching
 - ii. Number of administrators and percentage each is dedicated to graduate program
- II. Strategic Planning
 - a. Describe the process for strategic planning for the programming, including which stakeholders are involved in planning, and how.
 - b. List the highest priority strategic goals for the program for the next three years.
 - c. Describe short term (<24 months) plans and/or anticipated changes for the program.
 - d. Describe long term (2-5 years) plan for the program.
- III. Identify strengths, challenges, and goals relating to the above.

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Year 3: Human Resources, Quality, and Support (In alignment with HLC Criterion #3 and #4)

- I. Faculty & Administration
 - a. List the full time, part time, and adjunct faculty who have taught in the program in the past five years. Include the following information:
 - i. Rank and tenure (if applicable)
 - ii. Brief description indicating professional or academic qualification
 - iii. Length of time at Viterbo
 - iv. Courses taught by each
 - b. To provide context for this review, list and describe program enrollments for the past 5 years.
 - c. Note the percentage of credits taught by adjuncts for each of the past 5 years
 - d. Note the percentage of credits taught by academically vs. professionally qualified faculty for each of the past 5 years.
 - e. Describe the impact of adjunct faculty on this program.
 - f. Describe the administration of the program, including a brief description of the primary role of each administrator and the amount of teaching load reassignment, if applicable.
 - g. Identify the number of administrators/staff and faculty to sustain this program and if the needs are being met.
- II. Quality
 - a. Describe the process for evaluating instructors.
 - b. Describe how technology and active learning are incorporated by faculty in the classroom.
- III. Support
 - a. Describe program processes for student academic advising.
 - b. Explain methods used to provide students guidance in effective use of research and information resources.
 - c. Describe the support resources needed to enrich the students' educational experience and whether these needs are being met.
- IV. Identify strengths, challenges, and goals relating to the above.

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Year 4: Assessment and Improvement of Student Learning (In alignment with HLC Criteria #3 and #4)

- I. Program output metrics
 - a. Note and describe the program retention rate over the past 5 years.
 - b. Note and describe the program completion rate over the past 5 years.
 - c. Explain student performance on any standardized tests, if applicable.
- II. Assessment of learning outcomes
 - a. List the student learning outcomes for the program.
 - b. Articulate how the learning goals of the program are appropriate for graduate level programming and differentiated from undergraduate and non-degree learning goals.
 - c. Describe how student learning outcomes are current relative to potential employers, market demand, and other institutions.
 - d. Describe the assessment plan for the program, including assessment method, criteria, timeline, and curriculum map.
 - e. Explain processes to assure the program's quality and learning goals are consistent across all modes of delivery and all locations.
 - f. Provide the most recent TracDat report for the program.
- III. Employer and alumni feedback
 - a. Provide feedback on graduates of this program by employers, and describe how this information was obtained.
 - b. Provide feedback on the program by exiting students and alumni, and describe how this information was obtained.
- IV. Identify strengths, challenges, and goals relating to the above.

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Year 5: Graduate Studies Compiled Program Review (in preparation for HLC report)

e.g., HLC Criterion 2, which addresses policies and procedures that are addressed institutionally and are common to all graduate programs