

VITERBO UNIVERSITY
UNDERGRADUATE ACADEMIC PROGRAM REVIEW
Self-Study Template for Majors

Report Due Date: The report is due in electronic form (PDF) to the Chair of the Program Review Committee by Monday of the January in-service week.

Review Process: The committee reviews the report and prepares a response with recommendations to the Vice President for Academic Affairs, Director of Assessment and Institutional Research, School Dean, and Department Chair/Program Coordinator. The committee expects Deans and Department Chairs/Program Coordinators to share the response with relevant faculty. Unless otherwise notified, the School Dean or Department Chair/Program Coordinator should address specific concerns articulated in the response in the next five-year review.

Review Criteria:

Each program undergoing a review should submit a report to the committee that addresses the criteria outlined below. For the purpose of this review, “School/Department” refers to the lowest-level organizational unit most directly responsible for administering the program being reviewed.

- I. Organizational Structure
 - A. Describe the structure of the School or Department that is most directly responsible for housing and administering the program being reviewed.
 - B. State the mission(s) and goals of the School(s) or Department(s) that are most directly responsible for housing and administering the program being reviewed. Explain how the program supports the mission and goals of Viterbo University.
- II. Program Profile
 - A. Describe the program.
 - B. State the mission and goals of the program.
 - C. Describe how the program meets the goals for which it was designed.
 - D. Reflect upon the program’s relevancy in the context of current economic and social conditions.
 - E. * Provide enrollment data for the past five years for this program (obtained from the Office of Assessment and Institutional Research). If a minor in this discipline is offered, provide enrollment data for the minor for the past five years.
 - F. * Provide the number of graduates from this program for the past five years, and include second majors where appropriate (obtained from the Office of Assessment and Institutional Research). If a minor in this discipline is offered, provide the number of graduates for the minor for the past five years.
 - G. Provide employment/graduate study placement data for this program for the past five years (obtained from Career Services).
 - H. If available, provide feedback on graduates from this program by employers/graduate schools, and describe how this information was obtained.
 - I. Describe the efforts used to recruit students into the program.
 - J. Describe the efforts used to retain students in the program.

III. Curriculum & Assessment

- A. Describe the program curriculum, and include a curriculum map that shows core, support, and elective courses.
 - 1. Describe the sequence in which required courses are taken.
 - 2. Describe how enriching educational experiences are incorporated into the curriculum.
 - 3. Describe how technologies are used to support the curriculum.
 - 4. Explain how course prerequisites ensure sequential student learning.
 - 5. Provide the policy of waiving course prerequisites and describe the impact on the curriculum.
- B. Describe the process used to evaluate and update the curriculum.
- C. * Describe how the curriculum compares with that of regional competitors or peer programs.
- D. * Identify an aspiration program and describe how your program compares; identify areas of potential growth, programmatic or any particular aspects.
- E. List the student learning outcomes for the program.
- F. Describe how the student learning outcomes are current relative to potential employers, market demand, and other institutions.
- G. * Describe the assessment plan for this program, including assessment method, criteria, timeline, and curriculum map. Provide the most recent TracDat review for this program.
- H. * Describe how assessment efforts have been used to make improvements in the program (“close the loop”).
- I. Describe student performance on external exams (e.g. licensure, certification), if applicable.

IV. * Faculty

- A. List the full time, part time, and adjunct faculty in the program for the past five years. Include tenure status, rank, and highest degree earned.
- B. Explain if there is sufficient full-time faculty to teach all required courses in the program, any service courses for other programs outside the department/school, and courses that fulfill the University Core Curriculum requirements.
- C. Identify the number of faculty load credits dedicated to teaching upper division courses with fewer than five students enrolled, and provide a rationale for this practice.
- D. List the percentage of courses offered by the program that are taught by adjunct faculty, and include a break-down of upper and lower division courses.
- E. Provide a list of discipline related 1) peer-reviewed presentations, 2) peer-reviewed publications, and 3) peer reviewed artistic performances by the faculty in the program over the last three years.

V. * Other Resources

- A. Materials/Equipment & Physical Space
 - 1. Are the technological needs of the program being met?
 - 2. Describe the physical space needed to sustain this program and if the needs are being met.
 - 3. Describe the library resources needed to support this program and if the needs are being met.
- B. Financial
 - 1. Provide the line-item budget reports for this program for the past five years, not including faculty salaries and benefits (obtained from the Business Office).
 - 2. Provide credit hour generation for the most recent academic year (obtained from the Office of Institutional Research).
 - 3. Provide the overall cost of the program for the most recent fiscal year (obtained from the Business Office).

4. Describe whether financial needs are being met by current budget resources.
5. If applicable, list revenue (other than tuition), such as lab fees, tuition surcharges, or ticket sales, generated by this program.
6. Describe steps taken to reduce operational costs for this program.
7. Provide rationale for the resources allocated to sustain the program and serve the university.

VI. * Summary

- A. Describe the strengths of this program.
- B. Describe the challenges this program faces.
- C. Describe what changes could be made to improve this program.
- D. Describe in what ways this program is sustainable in terms of faculty, students, and resources given your current enrollment trends.

Accredited programs may use data from a recent accreditation report; however, assure that the criteria asked is being answered.

*** Indicates required field for ALL programs.**