

## SELF STUDY CHECKLIST FOR PROGRAMS

Every self study needs an executive summary of the faculty’s evaluation of the programs’ strengths, challenges, and ideas for building on strengths to meet those challenges. These can be listed as bullet items (1 page). But this programmatic evaluation should be based on the data and documentation listed below; otherwise, the self study would be little more than a program faculty’s impressions of its individual and collective work.

Guiding the process, however, is a thorough analysis of what the academic unit has done in response to the previous review (5-15 pages). Relevant trends over time in faculty staffing, research productivity/creative activity, extra-mural funding, student enrollments, learning outcomes, and community engagement need to be discussed, especially in line with the faculty’s aspirational standards drawn from the unit’s mission and goals.

And, third, the faculty will set up to five benchmarks for the programs to meet; the criteria should pertain to the programmatic support provided by the faculty’s research/creative work, curriculum/instruction, and service/partnerships, as appropriate, following the template below.

### Benchmarks \*

Program Objectives (short-, medium- & long-term)	Target by Year	Results by Year
1.		
2.		
3.		
4.		
5.		

\* Program-defined objectives and targets. Depending on the particular program, these may include enrollments, new courses, curricular changes, intellectual contributions (such as publications), grants, and public service activities. Some explanation of the specific strategies the program used to achieve (or failed to achieve) the objectives is appropriate and should be provided in paragraphs following the table.

By setting their own objectives, program faculty drive the review process. The self study provides more than documentation (as listed below), it proposes the program’s specific plans to improve in discrete and measurable ways. The review will thus be focused on the results (or feasibility) of such an action plan in the context of the program’s mission and its access to institutional resources.

To support this three-part analysis, the Self Study should provide the following documents to inform the executive summary, analysis, and benchmarks to guide the reviewers in their work:

- \_\_\_ 1. Cover sheet that lists the program’s name, the Chair and/or Director, and the date of Self Study. (The rest of the Self-Study needs a Table of Contents that is linked to clearly identified sections and consecutive pagination throughout so readers can make references easily.) [Adobe Pro is needed to create the links – you may need to find someone with this program.]
- \_\_\_ 2. Executive Summary/self-study analysis and discussion (as described above)
- \_\_\_ 3. Previous Program Review Reports and Recommendations (if available)
- \_\_\_ 4. Assessment Plan and latest Assessment Report (for all degree programs under review)

- \_\_\_ 5. Cost Study Data (from Institutional Research and Studies dashboard) and analysis
- \_\_\_ 6. Fall Enrollment Survey and Graduate Data (from Institutional Research and Studies) and analysis
- \_\_\_ 7. Grant and Contract Activity (from Office of Sponsored Projects Administration) and analysis
- \_\_\_ 8. Graduate/Undergraduate Placement (from Alumni Services and/or your own records) and analysis
- \_\_\_ 9. NRC rankings (for doctoral programs), and Academic Analytics data sets (from the Office of the Vice Chancellor for Research) and analysis
- \_\_\_ 10. Operating Paper
- \_\_\_ 11. Strategic plan (5-8 years)
- \_\_\_ 12. Faculty Curriculum Vitae (short form only)
- \_\_\_ 13. Undergraduate Student Questionnaire Summary (Survey Monkey – results provided by APAP)
- \_\_\_ 14. Graduate Student Questionnaire Summary (Survey Monkey – results provided by APAP)
- \_\_\_ 15. Alumni Questionnaire Summary (Office of Advancement Services unit within the Office of the Vice Chancellor for Institutional Advancement handles emails) (Survey Monkey – results provided by APAP)
- \_\_\_ 16. Faculty Questionnaires (Survey Monkey – results provided by APAP)
- \_\_\_ 17. Departmental brochures, leaflets, flyers, etc., if you choose to include them, should be sent to the reviewers along with the jump drive or provided during their site visit.

Submit the Self Study document, via jump drive to your **Dean's Office by September 1**, for approval, then to the **Associate Provost for Academic Programs by September 15**, for review before distribution.