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Program Review

**(HLC Criterion 4.A.1)**

Self-Study Template

Revised Fall 2022

Academic unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of last university/KBOR review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of last accreditation report (if relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all degrees described in this report (add lines as necessary)

Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIP\* code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIP\* code: \_\_\_\_\_\_\_\_\_\_\_\_

Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIP\* code: \_\_\_\_\_\_\_\_\_\_\_\_

Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIP\* code: \_\_\_\_\_\_\_\_\_\_\_\_

\*To look up, go to: Classification of Instructional Programs Website, <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Certificate (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary Statement (optional):

**Signature Page**

**Faculty of the academic unit review** (add lines as necessary)

***(If interdisciplinary, please list the core teaching faculty and department name if external to the academic unit)***

***Please note that the signatures indicate that each faculty has read the self-study template and agreed (by consensus) to its contents.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Faculty Member**  **(List department –if external to unit)** | **Signature of Faculty Member** | **Tenure or Non-Tenure Track** | **Faculty Contribution to Review**  I had the opportunity to contribute to this PR document. |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |
|  |  | Tenure Track  Non-tenure track | Yes  No |

Submitted by: Date

(Name and title) (Date)

**Signature Page**

## Academic Dean Review:

Check all that apply:

* I have reviewed this document.
* I have had the opportunity to discuss this review with the program and/or department chair.
* Attached letter of review (required)

Submitted by: Date

(Name and title) (Date)

## Graduate Dean Review:

Check all that apply:

* I have reviewed this document.
* I have had the opportunity to discuss this review with the academic college dean.
* Optional, letter attached to provide additional comment/information needed

Submitted by: Date

(Name and title) (Date)

In yellow highlighted areas, data will be provided

## Part 1: Departmental Purpose, Relationship to the University Mission and Strategic Plan (HLC Criterion 1)

The mission of Wichita State University is to be an essential ***educational, cultural and economic driver*** for Kansas and the greater public good.

## Overall Program Description: Provide an overall description of the program(s) offered. Include any significant changes made since the last review.

## Program Purpose Statement: Provide the program purpose statement (formerly Mission statement)

(If more than one program, list each purpose statement):

## Relationship to University Mission: What is the role of the Program(s) and its relationship to the University mission – specifically looking at how the program is an educational driver, cultural driver, and/or economic driver:

## **University Strategic Plan:** How does the Program support the university strategic plan?(https://www.wichita.edu/about/strategic\_plan/index.php)

# Part 2: Faculty Quality and Productivity as a Factor of Program Quality

*The quality of the program/certificate as assessed by the strengths, productivity, and qualifications of the faculty in terms of teaching, scholarly/creative activity, and service. (Refer to instructions in the WSU Program Review Instructions for more information on completing this section.* *Tables 4 (Instructional FTE), 6 (Program Majors) and 7 (Degree Production) from OPA can be used to help with this section.)* **(HLC Assurance B.2.c; HLC Criterion 3.B item 4 and HLC Criterion 3.C)**

1. **Workload policy:** What is the workload policy for this program? Provide the policy as a PDF in the appendices of this program review with a direct hyperlink to the document. Departments can provide a workload distribution table (in the appendices)or additional narrative, as appropriate.

B. **Teaching and Service:** Briefly explain the standards in place in the college/department for the evaluation of the faculty for teaching and service activity. Provide narrative to represent the teaching and service for the faculty within the program. Please add a table/visual as appropriate in the appendices.

C. **Research and Creative Activity**: Briefly explain the standards in place in the college/department for the evaluation of the faculty research/scholarship/creative activity. ***If an interdisciplinary program, please report on the program where faculty research has been recorded and provide narrative related to productivity.***

**Complete the table below for the faculty who support the program (all faculty who signed or should have signed the coversheet). Edit the table as needed to meet the departmental needs to represent Research & Creative Activity.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 1 Departmental Research & Creative Activity | | | | | | | | | | | | | | | | | | |
| Research & Creative Activity | Number  Journal Articles | | Number  Presentations | | Number  Conference Proceedings | | Performances | | | Number of  Exhibits | | Creative Work | | No.  Books | No.  Book Chaps. | No. Grants Awarded or Submitted | $ Grant Value |
|  | | | | | | | | | | | | | | | | | |
|  | Ref | Non-Ref | Ref | Non-Ref | Ref | Non-Ref | \* | \*\* | \*\*\* | Juried | \*\*\*\* | Juried | Non-Juried |  | | | |
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\*Winning by competitive audition. \*\*Professional attainment (e.g., commercial recording). \*\*\*Principal role in a performance. \*\*\*\*Commissioned or included in a collection.

D. **Assessment of Faculty/Staff Productivity**:Provide a brief assessment of the quality of the faculty/staff using the data from the **narrative and table(s)** above. Include details related to productivity of the faculty including teaching, scholarship/research and creative activity, and services. (i.e., some departments may have a few faculty producing the majority of the scholarship, service, efforts to recruit/retain faculty, departmental succession plans, etc.)

# Part 3: Academic Program(s) and Emphasis

*Analyze the quality of the program as assessed by its curriculum and impact on students for each program (if more than one). Attach updated program assessment plan(s) as an appendix (refer to instructions in the WSU Program Review document for more information).*

## Undergraduate programs:

1. Please review Table 8 provided by the Office of Planning and Analysis. Is the program ACT at admission below 20 (triggered by KBOR defined Minima)?  Yes  No

## Graduate programs:

1. Please review Table 9 provided by the Office of Planning and Analysis. Is the program GPA below the university average at admission?  Yes  No

## C. Accreditation status: (HLC Assurance A.7 item a-c; HLC Criterion 4.A. item 5)

## If accreditation is previously noted, please add:

1. Name of accrediting body:
2. Add in appendix, latest review from accrediting body (letter of confirmation) and hyperlink to this letter
3. Current accreditation status:
4. Next Review Date:
5. Commendations and concerns from the last review that program is addressing for continuous improvement:

## D. Assessment of Learning Outcomes (HLC Criterion 4.B. items 1-3)

1. Complete the table below with program-level data. Identify the principal learning outcomes (i.e., with what skills does the Program expect students to graduate) and provide aggregate data on how students are meeting those outcomes

*Add an appendix to provide more explanation/details as needed. (If specialty accreditation has been conferred within 18 months of this process, programs can append the information from the accreditation document to this self-study and cite, with page number, the appropriate information. If specialty accreditation has not been affirmed within 18 months, please complete the table or submit an updated version of the accreditation information. If not accredited, please complete the table below.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table 2 Learning Outcome Assessment | | | | | |
| Learning Outcomes (most programs will have multiple outcomes) | Assessment Type (e.g., portfolios, exams) | Assessment Tool (e.g. rubrics, grading scale) | Target/Criteria (desired program level achievement) | Results | Analysis |
| *Students will have a basic understanding of human anatomy.* | *Comprehensive Exam* | *Rubric* | *80% of students will score 80% Or <* | *90% of students scored 80% or better.* | *Proficient knowledge of anatomy has been demonstrated.* |
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| *Definitions:*   1. *Learning Outcome: Learning that should result from instruction.* 2. *Assessment Type: Type of assessment used to identify, collect, and prepare data to evaluate the achievement of learning outcomes (e.g., a writing project evaluated by a rubric).* 3. *Assessment Tool: Instrument used to evaluate the achievement of learning outcomes.* 4. *Criterion/Target: Percentage of students expected to achieve the desired outcome for demonstrating program effectiveness (e.g., 90% of the students will demonstrate satisfactory performance on a writing project).* 5. *Result: Actual achievement on each learning outcome measurement (e.g., 95%).* 6. *Analysis: Determines the extent to which learning outcomes are being achieved and leads to decisions and actions to improve the program. The analysis and evaluation should align with specific learning outcome and consider whether the measurement and/or criteria/target remain a valid indicator of the learning outcome as well as whether the learning outcomes need to be revised* | | | | | |

Table 3 Student Learning Outcomes Comparison

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aggregate data supporting student success, by year, for the last four years (e.g., capstone, licensing/certification exam pass-rates)** | | | | |
| Year | N | Name of Exam | Program Result | National Comparison± |
| *2019-20* | *225* | *Praxis* | *80% of 225 were proficient* | *75% of testers are proficient* |
|  |  |  |  |  |
|  |  |  |  |  |
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1. Provide an analysis and evaluation of the data by learner outcome with proposed actions based on the results listed in the section D tables above. Data should relate to the goals and objectives of the program as listed above.

## E. Assessment of Student Satisfaction (HLC Criterion 4.B item 1-3)

1. Use OPA Table 10 to provide analysis and evaluation using student majors’ satisfaction (e.g., exit surveys from the Office of Planning and Analysis), capstone results, licensing or certification examination results (if applicable), employer surveys or other such data that indicate student satisfaction with the program and whether students are learning the curriculum (for learner outcomes, data should relate to the outcomes of the program as listed in section D tables above) to illustrate student satisfaction with the program and perceptions of program value.

## F. General Education (HLC Criterion 3.B items 1-3)

General Education Course Requirements: <https://www.wichita.edu/academics/generaleducation/>

Assessing General Education: <https://www.wichita.edu/academics/generaleducation/genedassessment.php>

1. Does the program support the university's General Education program?  Yes  No
2. Does the program support one of the foundation courses as outlined within the General Education Course Requirements (link above)?  Yes  No
3. Does the program support one of the general education courses outside of the 12 hours of foundation courses as outlined within the General Education Course Requirements (link above)?  Yes  No

## G. Concurrent Enrollment (HLC Criterion 3.A item 3; and 4.A item 4)

## 7. Does the program offer concurrent enrollment courses? Yes No

If yes, provide the assessment of such courses over the last four years (disaggregated by each year) that assures grading standards (e.g., papers, portfolios, quizzes, labs, etc.) course management, instructional delivery, and content meet or exceed those in regular on-campus sections.

If no, skip to the next question.

## H. Credit Hours Definition (HLC Assumed Practice B)

8. Does the Program assign credit hours to courses according to Wichita State University Policy 2.18?  Yes No

If no, provide an explanation.

## I. Overall Assessment of Program (HLC Criterion 3.A, 3.B, 4.A, 4.B)

1. Define the overall quality of the academic program based on the above information and other information collected by the program, including outstanding student work (e.g., outstanding scholarship, inductions into honor organizations, publications, special awards, academic scholarships, student recruitment and retention).

# Part 4: Enrollment Management (HLC Criterion 4.C. items 1-4)

Refer to student need and demand using the data from OPA Tables 11-15 from the Office of Planning and Analysis to complete this section.

List any triggered programs with reason (majors/faculty/graduates).

a)

b)

c)

# Student Need and Employer Demand (HLC Criterion 4.A)

*Analyze the student need and employer demand for the program/certificate. Complete the table for each program if appropriate (refer to instructions in the WSU Program Review document for more information on completing this section).*

### Complete the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 4 Employment of Majors | | | | | | | |
| Program Name | Avg.  Salary | Employment  In state (%) | Employment  in the field (%) | Employment related to the field (%) | Employment outside the field (%) | Pursuing graduate or professional education (N) | Projected growth from BLS\*\* |
|  |  |  |  |  |  |  |  |
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\* <https://ksdegreestats.org/program_search.jsp> and U.S. Bureau of Labor Statistics Website: <http://www.bls.gov/oco/> are good resources to view job outlook data and salary information (if the Program has information available from professional associations or alumni surveys, enter that data).

1. Provide an explanation of the most common types of positions, in terms of employment graduates can expect to find. Programs that are triggered for graduates or majors should get particular attention.

2. Summarize the available data within the table. Race/ethnicity data will be provided for the majors in each level program. Use the narrative to reflect on the data and address:

* + 1. The student need for the CIP degree using the data from the table as appropriate.
    2. Employment demand for students. For each program cite placement data including positions secured, starting salaries, proportion of graduates placed at graduation.
    3. Provide information on alumni or employer surveys about placement, salary, needs, etc. for the different program levels.
    4. Number or percentage of graduates who go on to enroll in graduate degree programs.

# B. Recruitment and Retention (HLC Criterion 4.C)

## 3. Briefly describe how the department and faculty have engaged in undergraduate strategic enrollment management to support the Strategic Enrollment goals of the university including recruitment and retention activities and provide an assessment of successes, challenges, and deficiencies with those activities.

4. Briefly describe how the department and faculty have engaged in graduate strategic enrollment management (G-PIPER Graduate Program Investment Plan for Enrollment and Research) including recruitment and retention activities and provide an assessment of successes, challenges, and deficiencies with those activities.

## 5. a.) What is the current number of majors within the program for each of the academic years since the last review? b.) What is the number of graduates for each of the academic years since the last review? c.) Also address student enrollment, degree production, and employment outcomes for URM students.

Discussion items to consider:

* Average time from admission to graduation. (NISS Recommendation)
* Retention and completion rates. (NISS Recommendation)
* Enrollment, retention, and completion rates by race/ethnicity. (NISS Recommendation)
* Addressing DFW courses in program/department as identified in WSU Reporting (OPA-0008 At Risk Report)

# C. Program and Faculty Service (HLC Criterion 3.C)

*Analyze the service the Program/certificate provides to the* ***discipline, other programs at the University, and beyond****. Complete for each program if appropriate**.*  ***Data tables 1, 2, 3 and 5a, b and c provided by the Office of Planning Analysis (covering SCH by FY and fall census day, instructional faculty; instructional FTE employed; program majors; and degree production) can be used to partially address this section.***  *(Refer to instructions in the WSU Program Review document for more information on completing this section).*

## 6. Provide a brief assessment of the service the Program provides using SCH by majors and non-majors.

## 7. Provide a brief assessment of the service the Program/certificate provides to other university programs.

## 8. Provide a brief assessment of the service the Program/Certificate provides to the institution and beyond.

9. Provide a brief assessment of SCH workload of the service the Program/Certificate provides through interdisciplinary opportunities (cross list, team teach, etc.)

## **Part 5 Summary and Recommendations: (HLC Criterion 4.A.1)**

**Program Goals from Last Review:** During the program review, four years ago, the program developed a set of goals. Please list the goals and the progress made towards achievement, including the data used to analyze progress and the outcomes. *List the goal(s), data that may have been collected to support the goal, and the outcome. Complete for each program if appropriate (refer to instructions in the WSU Program Review document for more information on completing this section)*

### Complete the table. (add lines as needed)

Table 5 Results of Goals from Last Review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(For Last 4 FYs)** | **Goal(s)** | **Assessment Data Analyzed** | **Outcome** | **Status**  **(Continue, Replace, Complete)** |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Describe where the Program (s) have been and where they are going. What are the plans to advance the program (s), how will future progress be evaluated?

Impact of Previous Self-Study Recommendations: At the conclusion of the last program self-study performed, the committee provided recommendations for improvement for the department. Please list those recommendations and note the progress to date on implementation.

### Complete the table. (add lines as needed)

Table 6 Changes made based on Previous Recommendations by University Program Review Committee

|  |  |  |
| --- | --- | --- |
| Recommendation | Activity | Outcome |
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**Additional narrative, as appropriate:**

**Forward-Facing Goals:** Identify goal(s) (aspirational and measurable) for the program to accomplish in time for the next review. Consider use of SMART goals (**Specific, Measurable, Attainable, Realistic, and Time-bound)** when appropriateand should be tied to the university and college strategic plans.

### Complete the table. (add lines as needed)

Table 7 Forward Facing Goals for Program Review Period

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program/Certificate Goal** | **Specific** | **Measurable** | **Attainable** | **Realistic** | **Time-bound** |
| *Ex. To improve student learning outcomes (exam scores) by supporting Supplemental Instruction from four sections to seven by fall 2020.* | *Yes – Exam Scores* | *Yes – How many sections?* | *Yes – budget approved. Discussed with OSS.* | *Yes – Within the scope of responsibility.* | *Yes – Fall 2020* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Provide any additional narrative covering areas not yet addressed.