FORMAT FOR NEW PROGRAMS – INITIAL PROGRAM REVIEW

(Passed by APR Committee 10/28/2020; Adopted by Faculty Senate 11/19/2020)

*Required components:*

1. *This self-study with required appendices.*
2. *The external consultant’s OR accreditation recommendations.*
3. *The program/department’s response to the recommendations.*
4. *The Dean’s letter regarding the self-study and the recommendations.*

**I. Summary of Program to Date**

Summarize your initial proposal documents with respect to the rationale for the new program being developed, the demand for the program, goals for diversity and inclusion, and projected enrollment by year five. Comment on how those ideas match what has occurred since the program began.

**II. Goals and Objectives**

* 1. Describe the overall goals and objectives for the program. Have the original goals and objectives of the program been met and what work is being continued in this area?
  2. Indicate how the program is related to other programs offered by the institution and how important it is to the institution’s program array.

**III.  Curriculum**

1. Describe whether the academic program(s) is/are typical of your discipline(s), and if they are distinctive in some ways.

1. Briefly summarize how the curriculum and instruction in the program(s) reflect the contemporary emphases and trends of your discipline(s).

1. State the minimum total (including general education, major, and minor) number of credits required to earn the baccalaureate degree(s) in your academic program(s), providing the justification that was used to gain approval for a minimum total exceeding 120 credits.
2. If applicable, describe and justify any significant changes to curriculum during this review period.

**IV. Assessment of Student Learning & Degree of Program Success**

1. State the student learning outcomes for the program. Student learning outcomes are best stated in the form of the subject matter, cognitive development, and skills the students will demonstrate upon completion of the program (e.g., “Upon completion of the program, students will be able to …”).

Programs may choose to provide a table or matrix to demonstrate how individual courses relate to these student learning outcomes.

1. Provide assessment data collected during the review period used to determine the level of success in the program for students’ achieving the desired outcomes. Please refer to departmental/program biennial assessment reports and attach as appendices.
2. Discuss important changes made to the program during this review period that were a result of assessment data (linking changes to the data) collected during the review period. (These changes might include revisions to the initial proposed curriculum, student learning performance objectives, course scheduling, departmental or advising procedures, instructional methods, curriculum delivery methods, assessment data collection procedures, etc.) Also discuss potential revisions to the curriculum that you foresee over the next review period based on results of assessment of performance objectives.
3. Discuss any other noteworthy indices of program success.
4. Discuss the process of advising students in the program.

**V.  Personnel**

Please describe the program/department staffing plan, including your estimate of the number of tenure-track faculty and instructional academic staff to be hired in the next five years. Describe the procedure the program/department will use to link ongoing curriculum/program development to the recruitment, hiring, and retention and promotion of tenure-track faculty and instructional academic staff.

**VI. Program Strengths and Challenges**

1. Identify and describe the single most significant strength in the academic program.
2. Identify and describe the single area most in need of improvement or that poses the biggest challenge to the program. Discuss your plans for accomplishing this improvement or addressing this challenge.
3. Discuss changes to the original program that were not covered in Section IV.
4. Comment on any noteworthy trends in the Unit Data Sheets.

**VII. Appendices**

Include copies of:

* 1. The Unit Data Sheet(s) (provided by the UWL Institutional Research Office);
  2. The original institutional letter of commitment and authorization to implement document approved by the BOR (available through the Provost’s Office); and
  3. Assessment biennial reports, plus instruments, surveys, plans, etc… (particularly those cited in Section IV of this self-study report); and
  4. Any other important program documents cited in earlier sections of this self-study report.