

Review of Graduate Certificates

I. Certificate Description and Objectives

Describe the specific course of study and certificate process. Discuss and elaborate on how the certificate has changed including retention issues, if at all, in the time since the last review, or since it was originally approved by the Campus Senate, and the rationale for these changes.

II. Curriculum

Describe the typical sequence of courses that a student would take in order to complete the certificate. Include a schedule of course offerings for all courses required to complete the certificate containing the academic years, semesters, day versus evening course offerings, and methods of delivery (online, on-ground or blended). Indicate if courses are a part of the regular department curriculum, or if they are only offered as a requirement for the certificate.

Accreditation: If the certificate is an essential part of a professional accreditation process, identify the organization that awards the accreditation. Briefly describe how the curriculum meets the accreditation requirements of that organization. If the program is applying for accreditation for the certificate, provide a brief report on the status of the application. Please discuss any connection of the certificate to professional development or if it is endorsed by any professional associations.

III. Students

Provide a brief description of demographic data for students seeking the certificate. Discuss the range of reasons students give for enrolling in the certificate. Indicate how many students take the certificate as an end in itself, as opposed to the number of students who achieve the certificate as a part of the process of receiving an undergraduate or graduate degree.

IV. Faculty

Provide a list of all faculty members teaching certificate courses as well as their academic status (full time, adjunct etc). Discuss the impact offering the certificate has on their workload. In cases where certificates provide multidisciplinary instruction utilizing faculty from different departments, the listing of faculty should indicate the

number of semester hours that individual faculty members from outside the department are required to devote to the certificate.

V. Student Demand

Discuss the current need in the local, state, and national job market for individuals who have achieved the certificate. Describe how these needs may have changed since the time of the last review or since the certificate was first established. Explain how the program has responded to these changes. Also, discuss the number of individuals who have applied for the certificate, the number of students who have enrolled, and the number of students who have been awarded the certificate.

VI. Costs

Describe any costs that are specific to the delivery of the certificate, as well as the demand on any other department resources that is a result of offering the certificate.

VII. Quality and Productivity

Discuss how certificate completion has impacted students in terms of their career advancement and educational goals. Explain the role the certificate plays in achieving the stated goals of the program, the college that houses the program, as well as the overall mission of the University.

VIII. Summary and Recommendations

Address any changes based on recommendations made at the time of the previous review. If these recommendations were not achieved, briefly explain the reasons for this. As a result of the current self-study, describe any changes to the certificate process or curriculum as recommended by the program over the next eight years in order to improve its overall quality and productivity.