Three-Year Academic Program Review Guidelines

University: College: Program: CIPS Classification Code: Submitted for: Date: University of Illinois at Springfield

[Located on program review schedule] RESULTS REPORT 20XX

I. Program Objectives and Structure

Date of Initiation. Indicate the date the program was initiated.

Program Goals and Objectives. Using the program proposal, list program goals and objectives, using bullet or numbered format. If the program made changes in its objectives during the three-year review period, briefly identify and explain these changes, referencing the detailed discussion that appears later in the document.

Curricular Requirements. List the core requirements for the major, as well as requirements for concentrations and specialty areas. Describe any elements of the curriculum that were changed from those in the program proposal and discuss the reasons for those changes

Accreditation Status. If the program proposal stated that accreditation would be sought for the program, briefly describe the status of the process.

II. Assessment of Learning Outcomes

Assessment. Using the program proposal as a guide, describe the program's assessment process in enough detail for the reader to be able to follow the analysis presented in this section. Desribe any changes to the assessment process from what was described in the program proposal. Discuss any changes in the curriculum that have been made or that are being considered based upon feedback from the assessment process.

What data have been collected thus far relative to the program? Based on the analysis of recent data, what is known about the learning outcomes of students in the program thus far? When applicable, how well do students or graduates perform on licensure or certification exams or on other standardized tests?

1

III. Student Characteristics

Demographics and Enrollments. Briefly analyze the characteristics of program majors: gender, ethnicity/race, part-time/full-time status, and age. Using data from the Institutional Research Office (<u>http://www.uis.edu/institutionalresearch/databook/</u>), provide a table of the "Program Majors by Status, Race/Ethnicity, Gender, and Age." Using data from the Institutional Research Office, provide a table with the "Number of Program Majors, Credit Hours Generated, and Degrees Granted." See the Appendix for examples. At this point, how do enrollments compare to the projections in the program proposal?

Recruitment Activities. Discuss recruitment efforts made during the three-year review period, including efforts to attract students from underrepresented groups.

Admissions Criteria. Usign the program proposal, briefly describe the program's admission requirements and procedures. Indicate any changes made since from the proposal. What was the rationale for these changes (i.e., how was a specified problem addressed by making these changes)?

IV. Faculty

Faculty. Identify any new faculty members who have been added since the inception of the program, and any faculty who no longer are with the program. Briefly discuss any related needs and opportunities for faculty development in the program.

IX. Summary and Recommendations

This section gives the program an opportunity to recap its strengths, identify areas of concern, and make recommendations for the next review period. Summarize the current program stengths and areas of concern based on the first three years of implementation of the program. Summarize any planned changes to the program.

Current Program Strengths. Based on information presented in earlier sections of this report, what does the program identify as its areas of strength?

Current Concerns. Based on the information presented in earlier sections of this report, what does the program identify as its key concerns? **Planned Changes**. Briefly discuss any planned changes to the program.

Recommendations for the Next Review Period:

Appendix. Statistical Table Examples

Table 1. Department20xx-20xxProgram Majors by Status, Race/Ethnicity, Gender, and Age

StatusPart-TimeFull-TimeTotalRace/Ethnicity1Non Resident AlienBlack, Non HispanicAmerican Indian/AlaskanAsian/Pacific Islander/Native HawaiianHispanicWhite, Non HispanicMulti-RaceUnknown Race/EthnicityTotalAge (Categorically)2Less than 2020-2122-2425-2930-3435-3940-4950-6465 and OverUnknown AgeTotalAverage Age 2MeanMaleFemaleMaleFemaleMaleFemaleMaleFemaleMaleFemale		Fall	Fall	Fall
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Table 2Program Majors, Credit Hours Generated,And Degrees Granted

Program Majors (Fall Term) <u>FY Credit Hours</u> <u>Generated</u> (by Program Prefix) Degrees Granted (FY)

FY01 (AY00-01)*

FY02 (AY01-02)

FY03 (AY02-03)

^{*} Provide data for most recent years