

Three-Year Academic Program Review Guidelines

University: University of Illinois at Springfield
College:
Program:
CIPS Classification Code: [Located on program review schedule]
Submitted for: RESULTS REPORT 20XX
Date:

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. Describe 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?

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 (<http://www.uis.edu/institutionalresearch/databook/>), 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. Using 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 strengths 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. Department
20xx-20xx
Program Majors by Status, Race/Ethnicity, Gender, and Age**

	Fall 20xx	Fall 20xx	Fall 20xx
Status			
Part-Time			
Full-Time			
Total			
Race/Ethnicity¹			
Non Resident Alien			
Black, Non Hispanic			
American Indian/Alaskan			
Asian/Pacific Islander/Native Hawaiian			
Hispanic			
White, Non Hispanic			
Multi-Race			
Unknown Race/Ethnicity			
Total			
Age (Categorically)²			
Less than 20			
20-21			
22-24			
25-29			
30-34			
35-39			
40-49			
50-64			
65 and Over			
Unknown Age			
Total			
Average Age²			
Mean			
Standard Deviation			
Gender			
Male			
Female			
Total			

Table 2
Program Majors, Credit Hours Generated,
And Degrees Granted

	<u>Program Majors</u> (Fall Term)	<u>FY Credit Hours</u> <u>Generated</u> (by Program Prefix)	<u>Degrees Granted</u> (FY)
FY01 (AY00-01)*			
FY02 (AY01-02)			
FY03 (AY02-03)			

* Provide data for most recent years

