**William Paterson University**

**Academic Program Review Template**

**Name of Department:**

**Name(s) of Academic Programs covered by this review:**

**Name of College:**

**Program Review Cycle (Academic Year): 20….. – 20……**

**Date of Report Submission:**

**Report Submitted by:**

*If the program is evaluated by an external accrediting body, a program review report is not required. Instead, the program self-study accreditation report serves as a substitute for program review. If the department has accredited and non-accredited programs, the non-accredited programs are subject to the program review process.*

*Some sections below (program learning outcomes, for example) may need multiple entries, one for each academic program.*

1. **Program Mission (link to program mission on program website)**

* How does program curriculum support the mission?
* Provide information on the last time program mission, goals and outcomes were reviewed. It is best practice to review program mission, goals and objectives during each program review cycle if not earlier.
* List the stakeholders involved in the review process.
* Provide information on any changes made to reflect the current realities of the curriculum if applicable.

*[Middle States requires programs to demonstrate that they provide a student learning experience characterized by rigor and coherence regardless of instructional modality, regularly assess goals/objectives, and demonstrate how the goals/objectives support the mission of the University.]*

1. **Program(s) History/Overview**

* List the significant changes that have occurred in the program over the last 8 years.

1. **Key Findings from Previous Program Reviews and Actions Taken**

* Briefly summarize feedback received from external reviewers for your most recent program review report and actions taken to address the recommendations.
* If actions taken are ongoing, provide updates on progress made.

1. **Enrollment Demographics (Use data from Stats Pack)**

* Provide concise analysis of observed trends. The most recent five years of data provided by Institutional Effectiveness. Key considerations are listed below, however you should focus primarily on those data that help define where you have been, where you are today and what direction you need to go in the future.
  + 1. Number of students admitted and enrolled into the program each academic year (first-time and transfers).
    2. Full-time and part-time students
    3. Enrollment by race/ethnicity
    4. Gender
    5. Retention rates by cohort
    6. Enrollment by modality if program has online and hybrid components
    7. Graduation rates for each academic year by graduate and undergraduate enrollment – 4 and 6 year grad rates for undergrads and 2 year for graduate students (May consider graduation rates by race/ethnicity based on cohorts or total number of graduates each year)
    8. Licensure/certification pass rates, job placement rates if applicable

1. **List Departmental Operational Goals** (eg., licensure pass rates, job placement rates, graduate school placement, enrollment rates, retention rates, number of students involved in research, support for faculty scholarship, etc.)

* Provide a narrative on findings (results) associated with the department operational outcomes listed above. The narrative should include analysis of observed trends and what will be done to address observed challenges.

*[The following two sections* *are critical to demonstrating that the program has a process in place to comply with MSCHE standards III and V].*

1. **Student Learning Outcomes for the Program(s) (SLOs)**

* List the learning outcomes for the program
* Indicate where these SLOs support the university’s University Core curriculum (UCC) student learning outcomes (see UCC: <https://www.wpunj.edu/ucc/ucc-in-depth.html>.)

1. **Student Learning Outcomes Assessment**

* Provide an overview of findings associated with the student learning outcomes listed above over the last 8 years (use Campus Labs Outcomes Module results if available)
* Describe changes made in response to these assessment, if available or applicable
* Report changes the department is considering in response to the assessment results of the program review process [useful for feedback from the external reviewer].

1. **Curricular Design (include changes made based on assessment over past 8 years)**

* Provide a brief overview on curriculum design.
* Provide a brief overview on degree requirements of the program (Could use program catalog description information).
* Provide curriculum mapping cross-walk between program courses and program outcomes (Download a copy of program curriculum map from Campus Labs documents folder).
* Identify the different modalities of program delivery (e.g., online, face-to-face, hybrid). Are program learning outcomes for online and hybrid courses assessed in similar ways as face-to-face courses? *(Middle States expects comparability in program assessment practices regardless of modalities of delivery).*
* Indicate curriculum changes made over the last 8 years if applicable.
* Discuss curriculum changes the department is considering and use this program review process as a way to get advice on these changes from the external reviewer.

1. **Staffing Trends** **and its Impact on Program Delivery.**

* Provide analysis of observed trends from the most recent five years of data provided by Institutional Effectiveness. Some key considerations are listed below but you should focus primarily on those data that help define where you have been, where you are today and what direction you need to go in the future.

1. Full-time versus part-time
2. Tenure and Rank status (eg. Full, Associate, Assistant, etc.)
3. Gender
4. Race/ethnicity
5. **Facilities, Budgeting, Resource Allocation**

* Provide narrative on current status of facilities/equipment used in supporting teaching and learning in the program. Include changes or updates done since the last review.
* Discuss changes/updates needed to enhance teaching and learning.
* Discuss past budget trends and its impact on program
* Discuss current budgeting needs to support program (could include staffing, facilities, equipment, etc).

1. **Summary of Strengths, Weaknesses, Opportunities and Threats**

* Discuss what you see as strengths, weaknesses, opportunities and threats within your program.

Issues you might consider include: a) Number of students admitted into the program, b) enrollment trends, c) faculty trends, d) budget needs, e) trends on graduation rates, f) changes in discipline, g) changes in employment opportunities for graduates, etc.

1. **Based on this self-study, identify 2-4 items for which you would like your current external reviewer to give you help for improvement.**