**Self-Study Template for Academic Program Review**

Notes:

* Complete section 1-3 prior to the 2nd meeting with Academic Affairs.
* Reflect on questions associated with section #4 in consultation with John Kerins and Dan Hawkins.
* Develop 3-5 goals & actions and submit the entire self-study document to Academic Affairs by March 1.

1. **Mission:** 
   1. Mission
   2. Academic Focus
   3. Students Served
   4. Community Impact
   5. Highlights
2. **Academic Outcomes**

**Curricular Complexity**

Please review the catalog pages linked below for each major and answer the following questions:

* + - Undergraduate
      * (List of programs)
    - Graduate
      * (List of programs
  1. How many courses double dip and count as both Gen Ed and in the Major?
  2. A typical *subject* major is 30-33 credits as these majors are often combined with other majors for a dual/double/combined degree. The typical *comprehensive* major is 60-65 credits and is often associated with accredited programs. Is your degree a subject or comprehensive major and how do the required number of credits in your degree compare with the typical number of credits?
  3. How many credits are required by the college for the degree? **(CAS and CFAM only)**
  4. How many free electives are available for students in the degree program?How does your degree support students who transfer to your program?
  5. What do academic advisors in this program mention as enrollment challenges and enrollment successes for students in this program?

**Enrollment and Completion**

Please review the Data Sources linked below (in SharePoint) for each major and answer the following questions:

1. (document here) What enrollment trends do you identify by degree and subplan, if applicable?
2. What specific efforts have been made in the degree program to promote retention? See this link
3. What specific efforts are planned for the degree program to promote retention?
4. (document here) What completion trends do you identify by degree and subplan, if applicable?
5. What specific efforts have been made in the degree program to promote completion? See this link
6. What specific efforts are planned for the degree program to promote completion?
7. (document here) In reviewing the last academic year’s DFW rates in courses, what actions might be taken to promote additional student success and support retention and completion rates?
8. **Economic Margins**
9. What is the trend data for your program’s revenue, discounts, net revenue, instructional cost and contribution? What is the academic program’s total contribution by total and by SCH from 2023-2024?

(documents here)

1. How does this compare to the campus SCH for 2023-2024?

**Undergraduate**  **Graduate**

Gross Revenue $305 Gross Revenue $467

Discounts $79 Discounts $114

Net Revenue $226 Net Revenue $352

Instructional Cost $121 Instructional Cost $220

Contribution $106 Contribution $132

1. Which courses on the student’s degree plan are courses with high or low SCH and high or low contribution?

(documents here)

1. Which of these courses are offered by your department?

(documents here)

1. What courses would you like to investigate?
2. What are additional ways the program can offer courses in an efficient manner (see link to list)?
3. **Markets (Questions for Discussion only)**

**Student Demand:**

* How does the program’s student demand percentile compare nationally and regionally?
* What is the recent trend in completions (on-ground and online), and how does this reflect interest in the program?
* Are there notable volumes of online completions by students in our region that signal potential for online growth or targeted marketing?
* What does Google search volume and growth tell us about awareness and interest in the program?
* What are the trends in new student enrollment and year-over-year growth?

**Competitive Intensity:**

* How many regional institutions offer similar programs?
* Who are the leading competitors based on completions?
* How do median completions for the program compare regionally and nationally?

**Employment**

* What percentage of program graduates are underemployed, and how might better alignment with key skills (e.g., Skill A, B, C) improve outcomes?
* What is the projected 10-year job growth or decline for occupations related to the program?
* What is the median salary for graduates entering the workforce with this degree?

1. **Goals and Actions for Continuous Improvement (Please identify approximately 3-5 goals and associated actions)**
   1. Goal, Action, Projected start and end dates