**Program Review Handbook**

**Pittsburg State University**

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**Prepared by:**

**Office of Institutional Effectiveness**

**Updated 2024**

**PSU Academic Program Review Guidebook**

**TABLE OF CONTENTS**

Chapter 1 Overview

Program Review at PSU 3

Kansas Board of Regents Expectations for Review 4

Program Review Committee 5

Chapter 2 Review for Academic Programs

What to Expect 7

External Review and Site Visit 8

External Reviewer’s Report 9

Administrative Procedures for Site Visit 10

Self-Study Submission and Beyond 10

Chapter 3 Review for Accredited Academic Programs

What to Expect 12

Accreditation Site Visit Report and Findings 12

Evaluation and Discussion of Accreditation Review 13

Chapter 4 Review for New Programs

Progress Review 14

Self-Study Submission and Beyond 14

Chapter 5 Certificates and Minors Abbreviated Review

Abbreviated Review Process 16

Self-Study Submission and Beyond 16

Chapter 6 Templates

Academic Program Review Template 18

Accredited Academic Program Review Template 21

New Program Progress Review Template 23

Abbreviated Certificate and Minor Review Template 24

**Attachments 26**

Academic Review Templates 27

Program Review Timeline 35

Flowchart of Program Review 38

**Chapter 1**

**Overview**

*Program Review at PSU*

Program review is the periodic and comprehensive self-assessment of all academic programs offered. The Pittsburg State University program review process is formative in nature and designed to enhance overall institutional quality and accountability. The focus is on providing campus-wide input to help departments align programs with the institutional assessment process, institutional strategic planning, and resource allocation. Program review is the primary opportunity for departments to conduct a comprehensive self-study in order to demonstrate that their programs are current, of sufficient size and quality, and help the institution serve its mission. It is also the major process for departments to demonstrate their resource needs and make their case for significant enhancements.

Before 2011, all programs within a department were reviewed together on a six-year cycle. PSU developed a new cycle to reflect the recommendations of the 2011 Program Review Task Force. Among the recommendations adopted were programs be reviewed by discipline rather than by department and that non-accredited programs be evaluated by an external reviewer. In addition, the review process has been updated to include all stand-alone certificates and minor programs.

From 2024, KBOR significantly changed how program review is reported. As such, our process will also adjust to accommodate these expectations in the following way:

AY 2024-2025 we will conduct a data review of all academic degree granting programs (associate, bachelors, masters, post-masters). From this data, the Program Review Committee will identify which programs need to conduct a self-study and response to the provost.

AY 2025-2026, we will conduct a similar review process to AY 2024-2025.

AY 2026-2027, KBOR will identify programs for review. The provost will provide a response to KBOR.

AY 2027 onwards we will continue our annual data review, and plan to reinstate a rotation of in-depth self-studies. However, KBOR will also recommend revision of their review process which we are obliged to accommodate. (See Appendix for timelines and review flowchart.)

In addition, academic programs such as minors and certificates that do not mirror a degree program/curriculum already slated for review will participate in the review process.

The Office of Institutional Effectiveness (OIE) coordinates the program review process. This includes but is not limited to the following:

1. providing Kansas Board of Regents data or equivalent data.
2. supplying self-study documents for programs under review.
3. meeting with the programs and providing additional information and support as needed for completion of the review materials.
4. posting program review documents for committee access and evaluation.
5. organizing meetings for the program review committee.
6. maintaining the program review section of the PSU-OIE website.
7. forwarding committee recommendations to the Provost; and
8. responding to the Kansas Board of Regents Program Review reporting requirements.

The Chair/Director is responsible for preparing and submitting all program review documents. The OIE strongly recommends involving faculty who teach in the program as well as the appropriate college Dean.

*Kansas Board of Regents Expectations for Review*

Per the Kansas Board of Regents policy, a regular program review cycle and process that will allow the university to demonstrate on an ongoing basis that they are delivering quality programs consistent with their mission will be established. Regular program review is institutionally based and follows the departmental or unit structure of the institution. Review of institutional reports will include consideration of the Board-approved minima tables.

Per the Kansas Board of Regents policy, the following outlines the purpose of academic program review:

* Ensure that state university makes appropriate adjustments based on student demand, capacity of programs, employment demand, student return on investment, and costs.
* Assign responsibility for regular academic program review to institutions and make process responsive and meaningful.
* Identify opportunities for program growth as well as for program elimination.
* Strengthen system by providing KBOR-coordinated consultation for program development, alignment, and collaborations.
* Simplify and align reporting burden so it better addresses needs for academic program review from campuses, KBOR and external stakeholders.
* Provide stories Regents and State officials need in clear ways that can be messaged beyond KBOR to support higher education in Kansas.
* Recognize and celebrate success of institutions, programs, faculty/staff, and students; and
* Demonstrate alignment with the Board’s Strategic Plan.

KBOR expects that the university review process addresses:

* Market demand for the program.
* Student demand, student accessibility, and student return on investment.
* Centrality of the program to fulfilling the mission and the role of the institution.
* The quality of the program as assessed by its curriculum and impact on students.
* The service the program provides to the discipline, the university, and beyond; and
* The program’s cost-effectiveness.

*Program Review Committee*

The Program Review Committee (PRC) will conduct the review and provide a recommendation to the Provost’s office. The committee composition is intentionally broad and includes as follows:

* 5 Tenured Faculty (Appointed by Faculty Senate)

2 – Arts and Sciences (Arts/Humanities and Sciences)

1 – Business

1 – Education

1 – Technology

* 3 Chairs/Directors (Appointed by Provost – must be from separate colleges)
* 1 Academic Dean (From the College not represented by a Department Chair/Director)
* Director of Assessment, serves as Committee Chair
* Assistant Registrar for Institutional Effectiveness, Ex-Officio

Terms of service established for the Program Review Committee include:

* All members are slated to serve a three-year term, except for the Director of Assessment. Director of Assessment is an ongoing position.
* No member can serve two consecutive terms, unless by specific Provost appointment.
* Faculty members must have tenure; and
* The Director of Assessment serves as the Chair of the Program Review Committee.

Members of the PRC can expect to commit a significant amount of time through the year to this service. Once received from the program, program review documents will be posted in a designated Teams page for committee review. The time commitment represents reading these materials as well as participating in committee meetings.

In addition to preparation time, each program will require a series of meetings. These meetings include conversations to identify questions for the program, a face-to-face discussion with the Chairs/Directors and faculty members representing the program, and follow-up exchanges for the prioritizing of the committee’s response for each program. Members are expected to attend having reviewed the posted materials in preparation for active participation. The PRC may meet for a retreat to finalize feedback reports and review any annual reports due from past program reviews.

Members of the committee recognize the worth of this service and often comment on how much they learn about the university and their peers through the committee’s work.

**Chapter 2**

**Review for Academic Programs**

Per the KBOR Program Review Framework:

At minimum, university academic program review policies and procedures must analyze and assess:

* Market demand for the program.
* Student demand, student accessibility, and student return on investment.
* Centrality of the program to fulfilling the mission and the role of the institution.
* The quality of the program as assessed by its curriculum and impact on students.
* The service the program provides to the discipline, the university, and beyond; and
* The program’s cost-effectiveness.

We will use PSU data for AY 2025 and AY 2026, while KBOR will provide data in AY 2027.

*What to expect*

Faculty within the academic programs under review should expect to spend a significant amount of time on the review process. While the process and the templates have been designed to integrate unit level planning, mid-term assessment reporting, and programmatic accreditation documentation where applicable, it is not intended to be a perfunctory exercise in paperwork completion. The focus is formative and has been designed as a method to help programs identify areas for improvement and innovation. The singularly summative aspect of the process is found in the PRC’s review of this cycle’s self-study in comparison to the previous committee’s recommendations as supported by the Provost. The more thorough the program review document and the more attention paid to its preparation, the more a program can expect to benefit from the process.

Copies of the self-study and all templates are included in Chapter 6 of this guidebook. A brief description of all materials requested to be submitted is also provided. Questions regarding documentation should be directed to the chair of the PRC.

*External Review and Site Visit*

All programs not meeting the definition of an accredited program must utilize an external reviewer. To be considered an accredited program, the accreditation must meet all the following:

* Accrediting body: recognized by Council for Higher Education Accreditation (CHEA) or, benchmarked in use at other major universities.
* Accreditation is directly related to a specific degree program (discipline specific).
* Accreditation has significance to the reputation and continuation of the program; and
* Accreditation process includes:
  + a comprehensive self-study,
  + a site visit,
  + assessment criteria as a core component, and
  + a comprehensive feedback mechanism.

The Division of Academic Affairs will cover the honoraria cost of an agreed upon reviewer as well as documented accommodation and travel expenses. All arrangements should be overseen by the Chair/Director.

External reviewers should meet the following credentials:

• Hold the highest degree in the appropriate discipline.

• Have a distinguished track record in related teaching research, scholarship,

and service.

• Demonstrated experience with program review, institutional effectiveness,

assessment and/or accreditation.

• Documented administrative experience.

• Serve at an institution with the same/similar programs as those being

evaluated.

• Hold the rank of Associate Professor or higher.

• Be employed at (or have retired from in the last 5 years) an institution outside

of Kansas; and

• Have no existing conflicts of interest.

Programs selecting an external reviewer will provide the names, contact information, and a brief bio of up to four candidates to the Dean. It is recommended that a list of potential reviewers be drawn up, with an informal contact to each to determine interest in serving as an external reviewer and availability during the visit window. Interest should be indicated by receipt of a current curriculum vita from the candidate. No contractual commitment should be made until the Dean and Provost have agreed. The Chair/Director should consult with the teaching faculty to list the candidates according to preference. This list will be submitted to the Dean for consideration. The Dean may remove candidates from the list or adjust preferential order, if necessary, before sending to the Provost for feedback on the selection.

The site visit will be at least one full day on campus and should roughly follow the suggested itinerary. The program is responsible for making all arrangements and schedules for the site visit. It is suggested to schedule meetings and rooms as soon as possible.

Calendars fill quickly, especially the Provost's. When scheduling the meetings during the site visit, the very first and very last (exit interview) appointment should be a joint meeting with the reviewer, the Provost, and the Dean. The reviewer's schedule should include separate meetings with faculty (individuals or groups, depending on time), students (preferably separating undergraduates and graduate students), and other relevant groups/individuals on-campus such as the chair of the PRC.

For programs where the curriculum is greatly impacted by a lab or comparable environment, a tour of that facility or equipment should be included. The intent is to give the reviewer exposure that is as broad as possible and allow them opportunity to investigate claims made in the self-study.

Every effort should be made to preserve the reviewer’s ability to provide unbiased and constructive feedback. Toward this end, the PRC recommends mealtime interactions be limited to working lunches and such. The reimbursement notes under Administrative Procedures below are worth reviewing.

*External Reviewer’s Report*

The reviewer will submit a report following the PRC format to the Chair/Director within two weeks of the site visit. This report is a significant resource for the committee’s review of the program. Topics to be addressed include:

* The program’s curriculum.
* Assessment of student learning.
* Faculty and staff.
* Resources and support services.
* Other issues common to the discipline; and
* Specific recommendations.

The Chair/Director is responsible for forwarding a copy of the external reviewer’s report to the Dean and the chair of the PRC. If the reviewer has questions while preparing the report, they should be directed to the chair of the PRC.

*Administrative Procedures for Site Visit*

Paperwork will need to be completed with the Business Office to ensure the external reviewer is hired and paid for their consultant work. It is vital to get the process started early because it requires some cooperation from the reviewer in filling out and returning forms.

The documents needed are a W-9 Form, the Independent Contractor Worksheet and the Pay Vendor Form. These forms are to be sent in advance by the Chair/Director to the reviewer for completion and can be found on the Business Office website. If signed copies are not collected prior to the reviewer’s arrival, copies should be provided and signed at the visit’s onset.

The Office of the Provost will reimburse the department $1,000 for the external reviewer’s stipend and up to $1,000 toward travel expenses incurred by the reviewer. Reviewers may be invited to evaluate two programs if in the same field, such as the bachelor and master degree in a single discipline, with an additional $500 for the second review. The reviewer will be subject to approval for each program, based upon their experience and credentials. The external reviewer will be responsible to pay all personal and travel costs directly and submit actual receipts to be reimbursed for up to $1,000. At the time of payment, the department will process a departmental purchase requisition (DPR) from their account which will be reimbursed by the Office of the Provost.

Programs agreeing to a stipend or travel expenses above the approved amount will be responsible for covering the additional expense. Meals may be reimbursed, while alcohol purchases may not be.

*Self-Study Submission and Beyond*

Following the timeline outlined by the chair of the PRC, a completed self-study per the appropriate template and any accompanying documents are to be submitted directly to the chair of the PRC via email. Unless size makes it prohibitive, the program’s self-study (up to 10 pages) should be saved as a pdf and submitted as one document. A second document containing all attachments appropriate for and following the stated order of the self-study template should also be saved as a pdf and submitted.

Program files are stored in TEAMS earmarked for PRC members. Files will be reviewed by the PRC only.

After the self-study has been submitted and the external reviewer’s report is received, the faculty of each program and Chair/Director the respective college/schools’ Associate Dean may also participate in the discussion. These meetings will be approximately one hour long (perhaps longer if a department has several different programs under review) and will follow a collegial question and answer format.

Following the conversation with the program, the committee will consider each program, drafting concerns and recommendations based on a complete and thorough review of all material. This deliberation leads to the drafting of a response by the PRC.

This response will be shared with the Chair/Director and the college Dean. This feedback provides a brief list of committee concerns, accompanied by a set of recommendations. Programs may be required to submit periodic updates or even be subject to a follow-up review.

Programs choosing to will have ten working days to forward a rejoinder to the committee prior to the response being forwarded to the Provost. Calling out to correct an assumption of fact or to describe action(s) taken to address a recommendation specified in the response are the two most common items addressed in a rejoinder.

If it is recommended that a program submit a follow up report or have an interim review, the timeframe and submission expectations for this will be stated in the response from the committee.

**Chapter 3**

**Review for Accredited Academic Programs**

Per the KBOR Program Review Framework:

At minimum, university academic program review policies and procedures must analyze and assess:

* Market demand for the program.
* Student demand, student accessibility, and student return on investment.
* Centrality of the program to fulfilling the mission and the role of the institution.
* The quality of the program as assessed by its curriculum and impact on students.
* The service the program provides to the discipline, the university, and beyond; and
* The program’s cost-effectiveness.

We will use PSU data for AY 2025 and AY 2026, while KBOR will provide data in AY 2027.

*What to expect*

Faculty within academic programs that hold separate accreditation, as defined above, will complete an expedited Program Review process to minimize duplication of time and effort.

While separately accredited programs will experience an expedited review, in some cases, faculty may be called upon to provide additional supplemental evidence and documentation. The PRC recognizes that disciplinary-specific accreditation standards will not align directly with our templates; therefore, reasonable judgements must be made regarding the spirit and intent of the evidence provided by accreditation documents and reports.

*Accreditation Site Visit Report and Findings*

In the year immediately following a successful accreditation or reaccreditation decision, programs will be reviewed in the following manner:

* The PRC requests copies of all reports and documents submitted and received as part of the accreditation review. If it is determined that the accrediting agency’s expectations do not align with the spirit and intent of the Pitt State academic program self-study template, the committee may request the faculty to provide specific items not addressed in the accreditation documentation; and
* It is required that the accreditation review includes a site visit and that the final response from the agency incorporates a set of specific program-related findings. The committee requests copies of all descriptive findings which must go beyond a simple statement of compliance or non-compliance.

*Evaluation and Discussion of Accreditation Review*

All submitted accreditation files will be stored in TEAMS and earmarked for PRC members. Supplemental documentation requested by the PRC will be filed similarly. Files will be reviewed by the PRC only.

After documentation is submitted, the faculty and Chair/Director of the accredited program(s) will be invited for a face-to-face discussion with the PRC. At the option of the department/school, the respective college/schools’ Associate Dean may also participate in the discussion. These meetings will be approximately one hour long (longer if a department/school has several different programs under review) and will follow a collegial question and answer format.

Following the conversation with the program’s faculty and leadership, the committee will consider each program, drafting concerns and recommendations based on a complete and thorough review of all material. This deliberation leads to the drafting of a recommendation by the PRC.

This response will be shared with the Chair/Director and the college Dean. This feedback provides a brief list of committee concerns, accompanied by a set of recommendations. As with non-accredited programs, accredited programs may be required to submit periodic updates or even be subject to a follow-up review.

Programs have ten working days to forward an optional rejoinder to the committee prior to the response being forwarded to the Provost. Calling out to correct an assumption of fact or to describe action(s) taken to address a recommendation specified in the response are the two most common items addressed in a rejoinder.

If it is recommended that a program submit a follow up report or have an interim review, the timeframe and submission expectations for this will be stated in the response from the committee.

**Chapter 4**

**Review for New Programs**

*Progress Review*

The PSU Academic Program Review self-study template has been modified to capture the appropriate information for a newly launched program. This progress review template is described in greater detail in Chapter 6.

Only brand-new degree programs will complete a progress review and only if the program failed to meet their Year 1 and Year 2 enrollment targets. If necessary, this review will be scheduled during the program’s third fall semester. The focus of the progress review is entirely formative and has been designed to help programs identify areas for improvement and to prepare for full review. Questions regarding documentation should be directed to the chair of the PRC.

*Self-Study Submission and Beyond*

Following the timeline outlined by the chair of the PRC, a completed self-study per the appropriate template and any accompanying documents are to be submitted directly to the chair of the PRC via email. Unless size makes it prohibitive, the program’s self-study (up to 10 pages) should be saved as a pdf and submitted as one document. A second document containing all attachments appropriate for and following the stated order of the self-study template should also be saved as a pdf and submitted.

Program files are stored in a TEAMS page earmarked for PRC members. Files will be reviewed by the PRC only.

After the self-study has been submitted, the faculty and Chair/Director of each program will be invited for a face-to-face discussion with the PRC. These meetings will be approximately one hour long (perhaps longer if a department has several different programs under review) and will follow a collegial question and answer format.

Following the conversation with the program, the committee will consider each program, drafting concerns and recommendations based on a complete and thorough review of all material. This deliberation leads to the drafting of a response by the PRC.

This response will be shared with the Chair/Director and the college Dean. This feedback provides a brief list of committee concerns, accompanied by a set of recommendations. Programs may be required to submit periodic updates or even be subject to a follow-up review.

Programs choosing to will have ten working days to forward a rejoinder to the committee prior to the response being forwarded to the Provost. Calling out to correct an assumption of fact or to describe action(s) taken to address a recommendation specified in the response are the two most common items addressed in a rejoinder.

If it was recommended that a program submit a follow up report or have an interim review, the timeframe and submission expectations for this will be stated in the response from the committee.

**Chapter 5**

**Certificates and Minors Abbreviated Review**

*Abbreviated Review Process*

To support the assessment and improvement of academic programs that fall outside the curricula of reviewed degree programs, stand-alone minors and certificates will participate in an abbreviated review process. Minors and certificates that are interdisciplinary, that are supervised outside a single academic department, or that have a curriculum independent of a degree program should prepare for review.

Programs that are completing the abbreviated self-study as a stand-alone certificate or minor where the curriculum is not duplicated within a degree program are expected to prepare a report following the abbreviated self-study template as described in Chapter 6. The written response to the outline should be no longer than 4 pages plus attachments.

*Self-Study Submission and Beyond*

Following the timeline outlined by the chair of the PRC, a completed self-study per the appropriate template and any accompanying documents are to be submitted directly to the chair of the PRC via email. Unless size makes it prohibitive, the program’s self-study (up to 10 pages) should be saved as a pdf and submitted as one document. A second document containing all attachments appropriate for and following the stated order of the self-study template should also be saved as a pdf and submitted.

Program files are stored in a TEAMS folder earmarked for PRC members. Files will be reviewed by the PRC only.

After the self-study has been submitted, the faculty and Chair/Director of each program will be invited for a face-to-face discussion with the PRC. These meetings will be approximately one hour long (perhaps longer if a department has several different programs under review) and will follow a collegial question and answer format.

Following the conversation with the program, the committee will consider each program, drafting concerns and recommendations based on a complete and thorough review of all material. This deliberation leads to the drafting of a response by the PRC.

This response will be shared with the Chair/Director and the college Dean. This feedback provides a brief list of committee concerns, accompanied by a set of recommendations. Programs may be required to submit periodic updates or even be subject to a follow-up review.

Programs choosing to will have ten working days to forward a rejoinder to the committee prior to the response being forwarded to the Provost. Calling out to correct an assumption of fact or to describe action(s) taken to address a recommendation specified in the response are the two most common items addressed in a rejoinder.

If it was recommended that a program submit a follow up report or have an interim review, the timeframe and submission expectations for this will be stated in the response from the committee.

**Chapter 6**

**Templates and Attachments**

*Academic Program Review Template*

All programs under review will follow a self-study template depending on its qualifying status. Not all templates include every item.

For each program, OIE will provide the Chair/Director with the following:

* The Self-Study Template.
* Program Review Timeline; and
* Program Data Profile.

Each item on the self-study template is described briefly below.

The **Program Overview** requests that a brief description of the program’s status, including perceived strengths and weaknesses, be given in paragraph form. A summary of significant changes from the immediate past program review should be included. Since 2019 the review includes a request for a narrative of how the program—and related minors, certificates, emphases—support the mission of the university, the college, and the department.

**Addressing Minima Requirements** responds to the data provided on the Program Data Profile. The self-study asks for a narrative response to whether the program is meeting KBOR minima (where applicable) and, if not, what actions have been taken towards that end.

A brief account of significant faculty activities or changes is requested under **Faculty Efforts**.

**Students Completing this Program** asks for a narrative regarding the success of program graduates, including a forecast of initial placement and long-term opportunities.

Questions related to program content and standards are posed under **Curriculum Review**. A highlight of any significant changes since the immediate past review should be included and the description should reflect the curriculum map and/or course rotation schedule requested as an attachment. If the program is supported by an advisory council, a summary of this group’s role and recent activities should be provided.

Under **Assessment**, provide a narrative that summarizes assessment results to date, how they have been accumulated, how they will be used to foster program improvement.

Under **Summarize Future Planning/Goals**, the program should relate any specific initiatives implemented or goals adopted in the department’s current planning document that support an effort toward programmatic improvement. If the action was taken in response to specific data, it should be incorporated.

The attachments that follow the Self-Study are described below.

1. **Faculty credentials**

Provide an abbreviated, current curriculum vita for each faculty member teaching in the program, noting research, teaching, and service since the immediate past program review. Note that the PRC does not evaluate faculty credentials nor does the review process have any bearing on promotion, tenure, or performance review processes. The PRC will be looking at faculty credentials as they relate to alignment with degree programs offered and adequate coverage of the programs being reviewed. Faculty credentials may be submitted using a report extracted from Faculty Success or in a similar fashion.

1. **Mission Statement(s)**

Where applicable, provide a copy of the programmatic, departmental, and college mission statements. This is not a request that they be drafted but, rather that they be provided for review if they have already been formally adopted.

1. **Curriculum**

Submit a full cycle of program requirements that depicts the frequency of courses offered. For the bachelor’s degree, this should include a depiction of how a student could complete the curriculum within four years. If a curriculum map has been prepared, provide a copy. Likewise, if the program is supported by an advisory group, submit a copy of the last meeting minutes.

1. **Planning**

Provide a copy of the current planning document for the home department. If the Chair/Director or school/college Dean has provided a response to the plan, include with this document.

1. **External Reviewer Report**

Submit a copy of the external reviewer’s report per this current PSU review cycle as well as a rejoinder should the program have responded to the reviewer. Also, provide a copy of the immediate past external reviewer report and accompanying rejoinder (where available) if this is not the first review cycle for this program.

1. **PSU Program Review Committee Feedback**

Provide a copy of the immediate past PSU program review feedback if this is not the first review cycle for this program.

1. **Program Data Profile**
2. Percent of Full Time Junior and Senior Majors enrolled in at least 30 hours per Year or Graduated.
3. Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand.
4. Number of Undergraduate, Masters and Doctoral Completions.
5. Junior Graduation Rate; and
6. Others.

Counts are made per the Census Day (20th day) official reporting. Double majors are counted as a full student in each degree program indicated. Academic year is reported as summer, fall, and spring.

*Accredited Academic Program Review Template*

After accreditation documents are received and reviewed by the PRC, the program will be notified of additional items required. Addition items may include any of the following.

The **Program Overview** requests that a brief description of the program’s status in paragraph form. Since 2019 there is a request for a narrative of how the program—and related minors, certificates, emphases—support the mission of the university, the college, and the department.

**Addressing Minima Requirements** responds to the data provided on the Program Data Profile. The self-study asks for a narrative response to whether the program is meeting KBOR minima (where applicable) and, if not, what actions have been taken towards that end.

Under **Assessment**, provide a narrative that summarizes assessment results to date, how they have been accumulated, how they will be used to foster program improvement.

The attachments that follow the Self-Study are described below.

1. **Faculty credentials**

Provide an abbreviated, current curriculum vita for each faculty member teaching in the program, noting research, teaching, and service since the immediate past program review. Note that the PRC does not evaluate faculty credentials nor does the review process have any bearing on promotion, tenure, or performance review processes. The PRC will be looking at faculty credentials as they relate to alignment with degree programs offered and adequate coverage of the programs being reviewed. Faculty credentials may be submitted using a report extracted from Faculty Success or in a similar fashion.

1. **Mission Statement(s)**

Where applicable, provide a copy of the programmatic, departmental, and college mission statements. This is not a request that they be drafted but, rather that they be provided for review if they have already been formally adopted.

1. **Curriculum**

Submit a full cycle of program requirements that depicts the frequency of courses offered. For the bachelor’s degree, this should include a depiction of how a student could complete the curriculum within four years. If a curriculum map has been prepared, provide a copy. Likewise, if the program is supported by an advisory group, submit a copy of the last meeting minutes.

1. **Planning**

Provide a copy of the current planning document for the home department. If the Chair/Director or school/college Dean has provided a response to the plan, include with this document.

1. **PSU Program Review Committee Feedback**

Provide a copy of the immediate past PSU program review feedback if this is not the first review cycle for this program.

1. **Program Data Profile**
2. Percent of Full Time Junior and Senior Majors enrolled in at least 30 hours per Year or Graduated.
3. Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand.
4. Number of Undergraduate, Masters and Doctoral Completions.
5. Junior Graduation Rate; and
6. Others.

Counts are made per the Census Day (20th day) official reporting. Double majors are counted as a full student in each degree program indicated. Academic year is reported as summer, fall, and spring.

*New Program Progress Review Template*

The **Program Overview** requests that a brief description of the program’s status in paragraph form. From 2019 the review requests for a narrative of how the program—and related minors, certificates, emphases—support the mission of the university, the college, and the department.

**Addressing Minima Requirements** responds to the data provided on the Program Data Profile. The self-study asks for a narrative response to whether the program is meeting KBOR minima (where applicable) and, if not, what actions have been taken towards that end.

Under **Assessment**, provide a narrative that summarizes assessment results to date, how they have been accumulated, how they will be used to foster program improvement.

For **Summarize Future Planning/Goals**, the program should relate any specific initiatives implemented or goals adopted in the department’s current planning document that support an effort toward programmatic improvement. If the action was taken in response to specific data, it should be incorporated.

The attachments that follow the Self-Study are described below.

1. **Program Data Profile**
   1. Percent of Full Time Junior and Senior Majors enrolled in at least 30 hours per Year or Graduated.
   2. Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand.
   3. Number of Undergraduate, Masters and Doctoral Completions.
   4. Junior Graduation Rate; and
   5. Others (including number of declared program majors enrolled for new programs).

Counts are made per the Census Day (20th day) official reporting. Double majors are counted as a full student in each degree program indicated. Academic year is reported as summer, fall, and spring.

*Abbreviated Certificate and Minor Review Template*

The **Program Overview** requests that a brief description of the program’s status in paragraph form. Since 2019 the review requests for narrative of how the program—and related minors, certificates, emphases—support the mission of the university, the college, and the department.

**Supporting Enrollment and Completion** responds to the data provided on the Program Profile. The self-study asks for a narrative response to whether the program is meeting appropriate enrollment and completion expectations and, if not, what actions have been taken towards that end.

Questions related to program content and standards are posed under **Curriculum Review**. A highlight of the adopted curriculum and its description should reflect the curriculum map and/or course rotation schedule requested as an attachment. If the program is supported by an advisory council, a summary of this group’s role and recent activities should be provided.

Under **Assessment**, provide a narrative that summarizes assessment results to date, how they have been accumulated, how they will be used to foster program improvement.

The attachments that follow the Self-Study are described below.

1. **Faculty credentials**

Provide an abbreviated, current curriculum vita for each faculty member teaching in the program, noting research, teaching, and service since the immediate past program review. Note that the PRC does not evaluate faculty credentials nor does the review process have any bearing on promotion, tenure, or performance review processes. The PRC will be looking at faculty credentials as they relate to alignment with degree programs offered and adequate coverage of the programs being reviewed. Faculty credentials may be submitted using a report extracted from Faculty Success or in a similar fashion.

1. **Mission Statement(s)**

Where applicable, provide a copy of the programmatic, departmental, and college mission statements. This is not a request that they be drafted but, rather that they be provided for review if they have already been formally adopted.

1. **Curriculum**

Submit a full cycle of program requirements that depicts the frequency of courses offered. For the bachelor’s degree, this should include a depiction of how a student could complete the curriculum within four years. If a curriculum map has been prepared, provide a copy. Likewise, if the program is supported by an advisory group, submit a copy of the last meeting minutes.

1. **Program Data Profile**

Note that there are no minima standards established by KBOR for minors or certificates. These figures are for reflection on the program’s impact on student learning.

1. Number of declared program majors enrolled, and
2. Number of program completions.

Counts are made per the Census Day (20th day) official reporting. Double majors are counted as a full student in each degree program indicated. Academic year is reported as summer, fall, and spring. Program Completions only reflect the first chosen major/degree of the student.

**Attachments**

**Academic Program Review**

**Self-Study Template**

Programs completing the self-study template for Program Review are expected to provide a written response to the following outline that is no longer than 10 pages plus attachments to the Program Review Committee.

I. Program Overview

A. Summarize status of the program, including:

1. Strengths

2. Challenges

B. Summarize Changes to Program Since immediate past program review Including:

1. Leadership Changes
2. Faculty Changes
3. Emphases/minors Added or Deleted
4. Service Courses to the University
5. Summarize how the program—including related emphases, minors, and certificates—support the mission of the university, its home College, and its home department

II. Program Information Addressing Minima Requirements

1. Summarize what your program is doing to match the Kansas Board of Regents’ expectations for each of the four areas:
   1. Percent of Full Time Junior and Senior Majors enrolled in at least 30 hours per Year or Graduated.
   2. Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand.
   3. Number of Undergraduate, Masters and Doctoral Completions.
   4. Junior Graduation Rate; and
   5. Others.
2. Reference page number(s) of department’s planning document where responsive action is described if the program is not meeting minima
3. Summarize what the program is doing to support emphasis areas/minors, especially describing recruitment and retention activities completed:

1. Number of students enrolled in, and degrees awarded in each emphasis area

of major

2. Number of students enrolled in, and completions awarded in minors

III. Faculty Efforts

1. Summarize significant changes in Faculty Credentials since immediate past Program Review
2. Summarize Faculty efforts in each area: Research, Teaching, and Service
3. Summarize Faculty efforts in Professional Development Activities and other training, education, experiences, certifications or licensures to improve teaching

IV. Students Completing this Program

A. Employment after Graduation

1. Summarize information from PSU Post-Graduate Activity Report

2. Summarize the program’s identified measures of success for graduates,

including any related initiatives taken by the program

1. Forecast future employment opportunities associated with initial placement

and long-term success of graduates, including any related initiatives taken by the program

V. Curriculum Review

A. Demonstrate how your curriculum is aligned to national/industrial standards, an accreditation institution, other professional standards or—if not available—then

demonstrate how the program is meeting current requirements in the discipline

1. Include the correlation between the standards and the courses required for the degree
2. Include a summary of the process of reviewing how each course is needed to meet the degree objectives

B. If the program is supported by an advisory board with membership including

local/regional community members and employers, summarize the nature of the

board’s role and recent efforts

VI. Assessment

A. Summarize how your program’s assessment has Changed Since immediate past Program Review

B. Summarize how program assessment results have been used to foster program improvement

VII. Summarize Future Planning/Goals

A. List Initiatives/Goals being implemented by the program/department to foster improvement and move towards being an exemplary program per the department’s current plan

VIII. Attachments

1. Faculty Credentials detailing research, teaching, and service during the covered period for each faculty member (3 pages or less curriculum vitae)
2. Program, department, and college mission statement (where applicable)
3. Curriculum
4. Full Cycle (up to 4 years) of Program Requirements with frequency of courses being offered
5. Curriculum map (where applicable)
6. Minutes from most recent advisory board meeting (where applicable)

D. Planning

1. Current Departmental Planning Document

2. Annual Summaries Since Last Program Review

E. External Reviewer Report

1. Current External Reviewer Report

2. Program’s Written Response to External Reviewer Report (where applicable)

3. Immediate past External Reviewer Report

4. Program’s Response to Immediate past External Reviewer Report

F. Program Review Committee Feedback from Immediate past Program Review

IX. Program Data Profile provided by Institutional Effectiveness

1. Percent of Full Time Junior and Senior Majors enrolled in at least 30 hours per Year or Graduated.
2. Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand.
3. Number of Undergraduate, Masters and Doctoral Completions.
4. Junior Graduation Rate; and
5. Others.

**Academic Program Review (Discipline-Specific Accredited Programs)**

**Self-Study Template**

Program should provide a summary of their accreditation data.

Should the PRC require further information, programs will use the discipline-specific accredited self-study template for Program Review and are expected to provide a written response to the following outline that is no longer than 10 pages plus attachments to the Program Review Committee. (Note that numbering is aligned with the self-study template for all academic programs.)

I. Program Overview

A. Summarize status of the program

B. Summarize how the program—including related emphases, minors, and

certificates—support the mission of the university, its home College, and its home department

II. Students Completing this Program

A. Employment after Graduation

1. Summarize information from PSU Post-Graduate Activity Report

2. Summarize the program’s identified measures of success for graduates,

including any related initiatives taken by the program

3. Forecast future employment opportunities associated with initial placement

and long-term success of graduates, including any related initiatives taken by

the program

III. Assessment

A. Summarize how your program’s assessment has changed since immediate past Program Review

B. Summarize how program assessment results have been used to foster program improvement

IV. Attachments

1. Faculty Credentials detailing research, teaching, and service during the covered period for each faculty member (3 pages or less curriculum vitae)

B. Program, department, and college mission statement (where applicable)

C. Curriculum

1. Full Cycle (up to 4 years) of Program Requirements with frequency of courses

being offered

2. Curriculum map (where applicable)

3. Minutes from most recent advisory board meeting (where applicable)

D. Planning

1. Current Departmental Planning Document

2. Annual Summaries Since Last Program Review

E. Program Review Committee Feedback from Immediate past Program Review

V. Program Data Profile provided by Institutional Effectiveness

1. Percent of Full Time Junior and Senior Majors enrolled in at least 30 hours per Year or Graduated.
2. Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand.
3. Number of Undergraduate, Masters and Doctoral Completions.
4. Junior Graduation Rate; and
5. Others.

**Progress Review (New Program)**

**Self-Study Template**

Programs that are completing the preliminary review self-study for Program Review are expected to provide a written response to the following outline that is no longer than 4 pages plus attachments. Only brand-new degree programs will complete a progress review. This review will be scheduled during the program’s third fall semester.

I. Program Overview

A. Summarize status of the program

1. Strengths

2. Challenges

B. Summarize how the program supports the mission of the university, college, and  
 department

II. Addressing Minima Requirements

1. Summarize how the program is working to achieve the expectations for each of the following:
2. Number of program first majors/second majors – especially describing recruitment and retention activities completed

III. Assessment

A. Summarize how program assessment results have been accumulated and will be used to foster program improvement

IV. Summarize Future Planning/Goals

A. List initiatives/goals being implemented by the program to foster improvement

and move towards being an exemplary program per the department’s current

plan

V. Program Data Profile provided by Office of Institutional Effectiveness

1. Percent of Full Time Junior and Senior Majors enrolled in at least 30 hours per Year or Graduated.
2. Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand.
3. Number of Undergraduate, Masters and Doctoral Completions.
4. Junior Graduation Rate; and
5. Others (including number of declared program majors enrolled for new programs).

**Academic Program Review – Abbreviated Certificate or Minor Review**

**Self-Study Template**

Programs completing the abbreviated self-study as an academic certificate or minor, where the curriculum is not duplicated within a degree program, are expected to provide a written response to the following outline that is no longer than 4 pages plus attachments to the Program Review Committee.

I. Program Overview

1. Summarize status of the program
2. Strengths

2. Challenges

1. Summarize how the program supports the mission of the university, college, and department

II. Supporting Enrollment and Completion

1. Summarize what the program is doing to support each of the following:
2. Number of program enrollees – especially describing recruitment and retention activities
3. Number of program completions awarded

III. Curriculum Review

1. Briefly describe how the curriculum is aligned to national/industrial standards, an accreditation agency, other professional standards, or if not available, then demonstrate how the program is meeting current requirements in the discipline

IV. Assessment

A. Summarize how program assessment results have been used to foster program improvement

V. Attachments

1. Faculty credentials detailing research, teaching, and service during the covered time period for each faculty member (3 pages or less curriculum vitae)
2. Program, department, and college mission statement (where applicable)
3. Curriculum
4. Cycle of program course requirements, listing frequency of courses being offered
5. Curriculum map (if available)
6. Minutes from most recent advisory board meeting (where applicable)

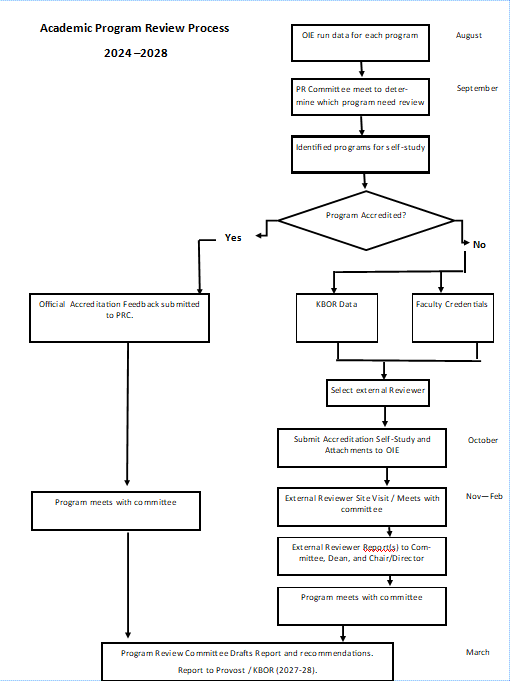
VI. Program Data Profile provided by Office of Institutional Effectiveness

1. Number of declared program majors enrolled, and
2. Number of program completions.

**Academic Program Review Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **KBOR PR** | **PSU Action** | **Details** |
| August 2024 | Year One: University of Kansas and Kansas State University | Run reports for each program using PSU Data. | * % full time Junior and Senior Majors enrolled in at least 30 hours per year or Graduated * Max number of Transfer Credit Hours that Apply toward Baccalaureate Program from Two-Year Colleges. * Number of Junior and Senior Majors, masters Majors, and Doctoral Majors to Gauge Student Demand * Number of Undergraduate Completions, Masters Completions, Doctoral Completions * Junior Graduation Rate. |
| September – December 2024 | PR Committee analyze data and determine potential program for further review | Identify < 3/5 areas?  Identify < 4/5 areas? |
| Jan – May 2025 | Identified Programs not externally accredited invite an external reviewer.  Programs write a narrative (with focus on critical Kansas economic development needs and/or research) | Identified programs meet with PR committee.  Outcomes – Phase out; merge; action plan (3 years). |
| August 2025 | Year Two: Wichita State University | Run reports for each program using PSU Data. |  |
| September – December 2025 |  | PR Committee analyze data and determine potential program for further review | * Newly identified programs not previously identified to meet with PR committee. * Previous programs to provide update per action plan. |
| January – March 2026. |  | Newly identified programs not externally accredited invite an external reviewer.  Programs write a narrative (with focus on critical Kansas economic development needs and/or research) | Newly identified programs meet with PR committee.  Outcomes – Phase out, merge, action plan (3 years).  Previous programs on action plans continue to meet with committee to provide updates. |
| **August 2026 – March 2027** | **Year Three: Emporia State University, Fort Hays State University, Pittsburg State University,** | **KBOR provide data (apart from Max number of transfer credit hours).** | **PSU:**   1. **provide a copy of state university’s academic review program review policies and procedures.** 2. **Data on six areas.** 3. **Verbal report: A description of the academic review process. Examples of how academic review process was successful and where opportunities for improvement exist.** |
| August 2027 | BAASC committee will evaluate effectiveness of academic program review system. | Run reports for each program using PSU Data. |  |
| Sep – Dec 2027 |  | PR Committee analyze data and determine potential programs for further review | * KBOR identified programs to provide update on status of phase out, merger, or action plan. * Newly identified programs not previously identified to meet with PR committee. * Previous programs to provide update per action plan. |
| Jan 2028 – March 2028 |  | * Newly identified programs not externally accredited invite an external reviewer. * Programs write a narrative (with focus on critical Kansas economic development needs and/or research) * Provide an update on the status of each KBOR reported phase out, merger, or action plan. | Newly identified programs meet with PR committee.  Outcomes – Phase out, merge, action plan (3 years).  Previous programs on action plans continue to meet with committee to provide updates. |

**Flowchart for Program Review**

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