

## **EXTERNAL PROGRAM REVIEW**

### **Questions for Academic Program Self-Study**

#### **I. Mission and Vision**

1. Briefly describe the program's mission, vision and objectives, and their relation to UI's role and mission. How have goals and objectives been met? What new goals, objectives and action strategies have been developed?
2. Briefly describe the needs for the program including such areas as regional, state, societal/labor market, economic, educational, demand, uniqueness. What factors in the environment do you anticipate will impact the program's direction in the next seven years (e.g. political, social, economic, technological, demographic, demand)? Should the program reduce, maintain, or expand its educational opportunity in light of current or anticipated needs?
3. Evaluate the program based on the number of students graduating, time to degree, departmental infrastructure, programmatic breadth, student mentoring, advising system, and placement of students in the job market. Keeping in mind program size in light of external needs (#2 above), how appropriate is the current size in terms of program quality and productivity?

#### **II. Teaching/Undergraduate Education**

1. Critically evaluate the general education (core) program for both on- and off-campus students in relation to your program. In what ways does your major use core knowledge and skills? In what ways is your major building on core knowledge and skills?
2. Describe major curriculum changes for the last seven years. What evidence led to the changes? Describe the outcome of the changes. Include in your discussion plans for courses not offered in the last two years, the use of joint-listed and cross-listed courses, the use of interdisciplinary courses, and proposed elimination of courses not judged necessary. How have students been involved in making the changes?
3. Do you have an active program allowing undergraduate students an opportunity to participate in research? If so, please describe the program. What is the relationship between the undergraduate and the graduate programs?
4. Briefly describe the quality of the program both on- and off-campus. Some quality measures may include employment, continuation to graduate school, student publication, accreditation reports, student and faculty honors or awards, grants and contracts received, quality of instruction, academic rigor, program strengths and weaknesses, challenges, achievements, and characteristics that may distinguish your program from similar programs elsewhere.

### **III. Core/Service Obligation**

1. Review the list of core courses, percentages, and average gpas in those courses. Briefly describe the quality of these core courses, including quality of instruction, academic rigor, and plans for improving student success.
2. List the non-core service courses in your department (specific course requirements listed by other majors.) Briefly describe the quality of these courses including quality of instruction, academic rigor, and plans for improvement.

### **IV. Graduate Education and Research**

1. Describe major curriculum changes for the last seven years. What evidence led to the changes? Describe the outcome of the changes. Include in your discussion plans for courses not offered in the last two years, the use of joint-listed and cross-listed courses, the use of interdisciplinary courses, proposed elimination of courses not judged necessary. How have students been involved in making the changes?
2. Review the list of all departmental courses for your graduate programs. Indicate clearly which courses at the 500-level are offered in conjunction with a 400-level courses. Include courses that are offered as double-numbers in the catalog (e.g., J466/566) and courses that are not double-numbered but are offered at the same time in the same room by the same instructor. What percentage of the courses in your graduate program are offered in conjunction with 400-level courses. How do you ensure quality in these graduate level courses?
3. How are the graduate programs integrated with the research (or other creative) efforts of faculty members? Is there department-wide coordination of these programs? Explain.
4. Describe ongoing research initiatives and partnerships. What plans are being developed for the future?
5. Considering the sources and amounts of money available for externally-sponsored research, are the faculty members in the graduate program competitive in receiving external grants? How can they become more competitive?
6. Briefly describe the quality of the graduate program both on- and off-campus. Some quality measures may include employment, continuation to graduate school, student publication, accreditation reports, student and faculty honors or awards, grants and contracts received, quality of instruction, academic rigor, program strengths and weaknesses, challenges, achievements, and characteristics that may distinguish your program from similar programs elsewhere, quality and prestige of institutions from which graduate students are coming, and post doctoral positions.

## **V. Outreach**

1. Describe the program's outreach, service/extension, and continuing education efforts by location. What changes have been made over the last seven years and why?
2. Assess the overall quality of your outreach programs. What plans are being developed to improve the quality and productivity?

## **VI. Enrollment**

1. Briefly describe your admission criteria for both the undergraduate and graduate programs (e.g. academic quality, diversity, availability of support.) How have these criteria changed in the past seven years?
2. Describe your recruitment and retention efforts at both the undergraduate and graduate levels, including efforts at off-campus sites and in distance learning, use of scholarships and assistantships, as well as diversity improvement efforts. How have your student demographics changed during the past seven years as a result of these efforts?
3. Provide an overall assessment of your efforts. Is the program successfully recruiting, admitting, and retaining *quality* students? Why or why not?

## **VII. Assessment**

1. Review your assessment processes and outcomes for the past seven years. Are the student learning goals for the program suitable as currently stated? What program improvements have been made based on assessment data?
2. Evaluate the assessment. What changes need to be made to the assessment plan to provide better data (e.g. should the methods used be continued, is assessment occurring at the appropriate time and level in the program, are data being analyzed appropriately?) Are you receiving the assistance you need from your Dean and the central administration to have a successful assessment program?

## **VIII. Personnel**

1. Evaluate the overall productivity and quality of program faculty. Include in your discussion creative accomplishments, diversity and improvement efforts, interdisciplinary efforts, instruction, advising, scholarship, research and service/outreach.
2. Describe the department's operational procedures relative to faculty and staff including determination of assignment, methods of evaluation, incentives, recruiting, promotion, tenure, efforts toward salary competitiveness. Evaluate the effectiveness of these procedures.
3. Review faculty and staff resources both on- and off-campus. Are those resources used effectively to meet program responsibilities? Explain.

4. Briefly describe current policies and their effects, and future plans for faculty and staff development including hiring, mentoring, professional development and training.

#### **IX. Facilities and Equipment**

1. Discuss the use of departmental space, facilities, technology, and equipment. What changes need to be considered to improve program quality and productivity?

#### **X. Finances**

1. Summarize the program budget. In what areas have resources been expended during the past seven years? Is the budget adequate to meet program plans as described in this self-study? Why or why not?
2. Discuss plans for resource development (grants and contracts, collaboration with business and industry, etc.)

#### **XI. Innovation and Distinction**

1. Compare and contrast your program to similar programs at other institutions. What have you accomplished that is innovative? What have you accomplished that differentiates your program from other programs? What are you planning to do that will distinguish your program in the coming years?