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# Program Review Self-Study Report

Date submitted:

Department:

School:

Complete the table below for each program in your department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Degree Level** | **Is the program performing (check)**  | **Date of last Self-Study** |
| **Program Review for the first time** | **Continuing Program Review** |
| 1.  | [ ]  Baccalaureate |  |  |  |
| [ ]  Graduate |  |  |  |
| 2.  | [ ]  Baccalaureate |  |  |  |
| [ ]  Graduate |  |  |  |
| 3.  | [ ]  Baccalaureate |  |  |  |
| [ ]  Graduate |  |  |  |
| 4.  | [ ]  Baccalaureate |  |  |  |
| [ ]  Graduate |  |  |  |
| 5.  | [ ]  Baccalaureate |  |  |  |
| [ ]  Graduate |  |  |  |

## Contact Information

 Email

Primary writer:

Department Chair:

**Include contact information for Program Directors for each program (if applicable):**

Program name:

Program Director:

Program name:

Program Director:

Program name:

Program Director:

Program name:

Program Director:

Program name:

Program Director:

**Directions:** The Program Review Self-Study Report is organized into 8 sections. Begin by reading the [**Program Review Handbook**](https://www.potsdam.edu/sites/default/files/ProgramReviewHandbook.pdf), which is keyed to this template and includes important and detailed guidance for successfully completing your program self-study. For each section, the writeris asked to provide narratives based on the prompts provided. Descriptions must also include specific evidence as appendices to support the narratives. A detailed list of appendices can be found at the end of the document. As much as possible, combine all files pertaining to one appendix into a single file. The Report should not exceed 20 pages in length, excluding attached appendices, although up to 15 additional pages will be allowed if the Report includes more than 1 program.

## Section I – Department Information

A. Provide your Department Profile page and briefly reflect on the data.

B. Describe advising, special student support services, and orientation/retention activities that your department provides.

**Note: Attach the following files at the end of this document as Appendices to support your department information.**

* In Appendix A, provide your department’s bylaws and/or strategic plans
* In Appendix B, list the major professional activities sponsored by your department since your last Self-Study Report

**Program Self-Study Report**

Note: If your department houses more than one program, **repeat Sections II – VII** individually for each program. Begin individual Reports with Program title.

**Program name:­­­­­­**

## Section II – Program Description

A. Provide a link to your program’s catalog description.

B. Briefly describe recent or proposed changes to your program.

C. Describe the distinctiveness of your program.

**Note: Attach the following files at the end of this document as Appendices to support your program descriptions.**

* In Appendix C, provide your program curriculum map, and describe the congruence between course and program goals and explain curricular breadth vs. depth
* In Appendix D, identify all program-specific courses in the provided table
* In Appendix E, identify all exclusively extra-departmental courses in the provided table

## Section III – Program Mission, Goals, and Learning Outcomes

A. State the overarching mission of your program, and information about your last review of the mission.

B. List the goals and objectives associated with that mission (or provide a link to the program’s website).

C. List your Program Student Learning Outcomes (PSLOs).

D. Describe the methods used to ensure comparable learning outcomes among multiple sections of a course.

## Section IV – Assessment

A. Describe how you communicate your PSLOs to your students.

B. Briefly summarize how you have used assessment to improve student learning in your program.

C. Describe how you assess your assessment process, including your PSLOs and performance criteria.

**Note: Attach the following files at the end of this document as an Appendix to support your PSLO descriptions.**

* In Appendix F, provide your current PSLO Assessment Plan and the most recent PSLO Assessment Report

## Section V – Undergraduate and Graduate Students

A. Enrollment Trends

1. Reflect on the demographic composition of your students.

2. Describe your program’s enrollment trend over the past 5 years.

3. Describe the factors contributing to changes in enrollment (if applicable).

4. Describe how program faculty are addressing these changes (if applicable).

5. Reflect on any changes of the first-year retention rates in your program.

6. Describe how your program identifies and addresses courses with a high number of withdrawals and grades less than 2.0.

7. Describe how your program identifies and tracks low-enrolled courses, and what you are doing to address consistently low-enrolled courses.

8. Reflect on how well you prepare graduates in a manner consistent with your mission for successful careers, meaningful lives, and further education.

**Note: Attach the following files at the end of this document as Appendices to support your student descriptions.**

* In Appendix G, provide available academic profile data for majors and minors
* In Appendix H, provide information on recently graduated students

## Section VI – Faculty & Staff

A. Faculty characteristics, effectiveness, engagement, recruitment, and retention

1. Describe the procedures used to evaluate the quality and rigor of instruction.

2. Describe the procedures used to evaluate scholarly/creative and professional activities.

3. Describe how your faculty incorporate strategies for a range of learners.

4. Describe your faculty’s efforts in non-traditional teaching.

5. Describe the role faculty members play in determining program objectives/policy, and how they participate in governance, planning, and budgeting.

6. Describe the efforts made to support new faculty.

7. Describe the proportion of full-time and adjunct faculty, and the efforts made to support adjunct faculty.

8. Describe your program’s efforts to increase the diversity of its faculty.

9. Describe campus leadership positions held by program faculty members.

B. Describe (1) how faculty are evaluated for promotion and tenure, and (2) any changes made to the faculty handbook since the last self-study (and the process for making changes).

C. Briefly summarize whether your support staff is adequate for your needs.

**Note: Attach the following files at the end of this document as Appendices to support your faculty & staff descriptions.**

* In Appendix I, include the updated CVs of your Faculty
* In Appendix J, detail the full-time faculty composition in the provided table
* In Appendix K, provide your program’s faculty handbook
* In Appendix L, describe the roles & responsibilities of your program’s support staff
* In Appendix M, summarize personnel changes since your last program self-study

## Section VII – Support, Resources, & Facilities

A. List all internal and external grants applied for, the PI(s), and which were funded, since the last self-study.

B. Briefly describe the program’s Foundation activities.

C. Describe the program’s efforts related to student recruitment.

D. Describe program facilities on and off campus.

E. Describe the amount and types of resources and facilities needed to accommodate present and anticipated program changes/developments and/or enrollment growth.

**Note: Attach the following file at the end of this document as an Appendix to support your description of program support, resources, & facilities.**

* In Appendix N, describe the nature, extent, and adequacy of library holdings and access to digital equivalents in the program’s field

## Section VIII – Conclusion

A. Summarize the strengths, weaknesses, and major achievements of your program(s).

B. Comment on any discrepancies between an “ideal” and the “current,” as they were conceived and as they actually are operating.

C. Include a prioritized list of goals for your department to work towards over the next 7 years. Specify any necessary resources to realize each goal.

## Appendices

### Appendix A. Department Bylaws and Strategic Plans

### Appendix B. Major professional activities sponsored by your department

### Appendix C. Curriculum map

### Appendix D. Program Specific Courses

|  |
| --- |
| **Courses taught that contribute to your program** |
| **Course** | **Semester & year**a | **Major only**b | **GenEd designator**c | **Service**d | **Distribution requirement**e | **DEI attribute**f |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

a List all semesters & years taught.

b Indicate with an X if the course is only open to students in the major.

c If a General Education course, identify the designator.

d List those programs outside your program that require the course as part of their curriculum.

e List those programs outside your program for which the course fulfills a distribution requirement.

f Indicate with an X if the course has the DEI attribute.

### Appendix E. Extra-departmental courses taught by departmental faculty

|  |
| --- |
| **Extra-departmental courses taught by departmental faculty** |
| **Course** | **Semester & year**a | **GenEd course**b | **Service**c | **DEI attribute**d |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

a List all semesters & years taught.

b Include WAYS and General Education designator courses (identify the designator).

c List those programs outside your program that require the course as part of their curriculum.

d Indicate with an X if the course has the DEI attribute.

### Appendix F. Current PSLO Assessment Plan and the most recent PSLO Assessment Report

### Appendix G. Academic profile of undergraduate majors and minors (or graduate, if applicable)

### Appendix H. Information on students that graduated over the past 5 years

### Appendix I. Updated CVs of full-time faculty

### Appendix J. Full-time faculty composition

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| --- |
| **Full-time faculty composition** |
| **Rank** | **Gender/ Gender Identity** | **Race** | **Years at Potsdam**a |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

a Include only the number of years at SUNY Potsdam in a full-time faculty position.

### Appendix K. Program’s faculty handbook

### Appendix L. Roles and responsibilities of program support staff

### Appendix M. Summary of personnel changes since last program self-study

### Appendix N. The nature, extent, and adequacy of library holdings and access to digital equivalents in the program’s field