

## **Information Required for Program of Study Modified Academic Review**

### 1. Program Overview (FORM A)

This written plan should include:

- A. Mission, Vision, and Core Values of the Program
- B. Program Governance
- C. Overview of the Program of Study
- D. Program Outcomes
- E. Description of how the Program of Study fits with the Institutional Mission

### 2. Faculty Members (FORM B)

This will include all full-time, part-time, and cooperating faculty members who teach in the discipline.

- A. Name, Educational Credentials, Publications, and Community work completed by each Faculty member in the program

### 3. Data Gathering (FORM C)

This form will be completed with the assistance of the Institutional Research office, the Departmental Dean, the Department Chair, and the Assessment of Student Learning Coordinator.

### 4. Data-driven Conclusions (FORM D)

This one to two page summary presents the results of data gathering including strengths and weaknesses of the program and suggestions for improvement.

### 5. Strategic Plan (FORM E)

This written document will guide the Program of Study until the next Academic Program Review. It will also guide monthly and annual reporting.

- A. Measurable Strategic Directions and Objectives of the Program

### 6. Recommendations (FORM F)

This section will be completed by the ASL Committee. The recommendations made by this committee will guide the program.

### 7. Action Plan (FORM G)

Following the academic review, an Action Plan addressing the recommendations made by the ASL Committee will need to be completed. The Action Plan states 1) what actions will be taken as a result of the review, 2) who is responsible for the action(s), and 3) what is the timeline for completing the actions. The Action Plan's recommendations are a major focus of the review.

### 8. Follow-up Report (FORM H)

This report is submitted two years after the Academic Program Review is completed. It essentially follows-up on the Action Plan.

## FORM A Program Overview

### A. Vision, Mission and Core Values

At the College of Menominee Nation, our Vision and Mission Statements, and Core Values, speak to what we do. Similarly, the Mission statement for each program of study should describe that particular program's purpose; the Vision statement should provide a picture of where that program will be in the future, and the Core Values of the program will identify those items that are of the upmost importance to the program of study.

- **Program of Study Mission Statement**  
This should be 2-4 sentences that speak to the purpose of the program of study. A rule of thumb for a mission statement is, if the statement can be anybody's mission statement, it will not provide the guidance and focus intended.
- **Program of Study Vision Statement**  
This should be 2-4 sentences that speak to the future of the program of study.
- **Core Values**  
This should be 4-6 bulleted items that speak to the values in which this program adheres. (ie. learner-centered instruction)

### B. Program Governance

Explain who is involved in scheduling, advising, hiring, orienting, and assessing this program.

### C. Overview of Program of Study

Explain what the program is (certificate, Associates, Bachelors), internal and external affiliations, accrediting bodies, and what the program enables students to do when they graduate.

### D. Program Outcomes

List the program outcomes here.

### E. Description of How the Program fits in the Institutional Mission

Explain how this program supports the Mission of CMN

### FORM B Faculty Members

List all full-time, part-time, cooperating, and adjunct Faculty members who teach, or who have taught, in this program since the last review. If Faculty members have left, explain why. State the courses the Faculty teach, and their credentials for doing so. (Add pages as necessary).

Name	
F/T, P/T, Cooperating, or Adjunct	
Courses	
Credentials	
Reason for leaving (if applicable)	

Name	
F/T, P/T, Cooperating, or Adjunct	
Courses	
Credentials	
Reason for leaving (if applicable)	

Name	
F/T, P/T, Cooperating, or Adjunct	
Courses	
Credentials	
Reason for leaving (if applicable)	

Name	
F/T, P/T, Cooperating, or Adjunct	
Courses	
Credentials	
Reason for leaving (if applicable)	

Name	
F/T, P/T, Cooperating, or Adjunct	
Courses	
Credentials	
Reason for leaving (if applicable)	

### FORM C Data Gathering

Many of the data items will need to be gathered through IR which may take time. To begin the data gathering process, contact the IR department to meet to discuss your data needs. Bring this form with you to that meeting. **This process may take several weeks, so it is imperative to plan ahead.**

Department:

Review Year:

1. List the undergraduate degrees offered in this program and the degree titles (*from the current academic catalog*).
2. Attach a current degree audit sheet (*from the current academic catalog*).
3. Attach current program outcome matrix (*from the ASL folder on the common drive*).
4. Identify the courses with related locations, sections, and credit hours offered for the last 3 fall, spring, and summer semesters. (*Request information from the IR Department. Place information in a table following example below.*)

Course Number	Course Title	Location	Credit Hours	Sections Offered

5. Identify the total number of course cancellations in the core program courses for the last 3 fall, spring, and summer semesters. Show breakdown of cancellations by term and by course. (*Request information from the IR Department*).
6. Identify the total number of students enrolled in the program for the last 3 fall, spring, and summer semesters. Show breakdown of students by term and part-time vs. full-time enrollment. (*Request information from the IR Department*).
7. Identify the number of degrees/certificates conferred in the program for the last 3 August + December + May commencements. (*Request information from the IR Department*).
8. Identify number of graduates in program for the last 3 August + December + May commencements and average length of graduation rate. (*Request information from the IR Department*).
9. Identify the average CAAP Writing Skills and Critical Thinking test scores of the graduates in the program for the last 3 August + December + May commencements and compare to national

means. *(Request information from the IR Department. This will come as raw data. This data will need to be presented in visual format using histograms.)*

10. Identify the average Global Perspectives Inventory (GPI) scores by domain of the graduates in the program for the last 3 August + December + May commencements and compare to national means. *(Request information from the Assessment of Student Learning Coordinator).*

11. Identify the percentages of letter grades assigned in each program courses for the past 3 years. Summarize by department and by course. *(Request information from the IR Department, including model to present results).*

12. Describe any anticipated changes in undergraduate semester credit hour production in the program for the next three years and discuss the reasons for the anticipated changes. *(This will come from the department and/or Dean).*

13. Describe any anticipated changes in the number of undergraduate students in specific majors in your department for the next 3 years and discuss the reasons for the anticipated changes. *(This information will come from the department and/or Dean).*

14. Describe any major or minor curriculum changes that have occurred in the last 3 academic years. *(This information is located in the Academic Affairs files or in the Academic Affairs folder on the common drive).*

15. Identify current and potential articulation agreements in which this program is involved or planning. *(Contact Academic Affairs or Dean for this information).*

16. Identify the program plan to track alumni. *(This information will come from the department and/or Dean).*

### **FORM D Data-driven Conclusions**

Once the data is gathered an analysis can begin. This analysis is the crux of program review. This section should be a one to two page summary resulting from analysis of the data presented in Form C. List the strengths and weaknesses of the program. Make suggestions to improve the program in the future. Use these suggestions to guide the strategic plan.

## Form E Strategic Plan

This section includes the long-range directions and objectives of the academic program. The objectives translate the program's mission into specific, concrete, measurable terms. Objectives answer in detail where the program is headed and when it will get there and they drive what needs to be done. Characteristics of objectives are:

Specific-Be specific in targeting the audience (students, faculty, adjunct)

Measurable- Establish measurable indicators of success

Assignable- Make the objective assignable to one or two individuals to complete

Realistic- State what can realistically be done with available resources (human, capital, organizational)

Timeframe-State when the objective can be achieved or its duration

Example of directions and objectives:

Direction 1: Improve teaching and learning.

Objective 1.1: Create an action plan to reduce failure rates in high failure courses.

Objective 1.2: Create experiential learning opportunities in 30% of the courses.

Objective 1.3: Increase the percentage of students who receive a degree/certificate or are ready to transfer by 30%.

Direction 2: Develop a comprehensive teaching and learning assessment process.

Objective 2.1: Implement a departmental orientation for adjunct faculty by the Follow-up Meeting.

Objective 2.2: 100% of course outlines will be completed by the Follow-up Meeting.

## **FORM F Recommendations**

This form is to be completed by the ASL Committee. The Deans will not be included in this sub-committee.

Program of Study:

Year of Review:

Committee Members:

Recommendations:

### FORM G Action Plan

Upon completing the Academic Program Review with the ASL Committee, the program department completes an Action Plan. The plan states 1) what actions will be taken as a result of the review board recommendation, 2) who is responsible for the action(s), and 3) what is the timeline for completing the actions. The Action Plan's recommendations are a major focus of the review. (Add pages as necessary).

Description of Action Item	
Person Responsible	
Date of Completion	

Description of Action Item	
Person Responsible	
Date of Completion	

Description of Action Item	
Person Responsible	
Date of Completion	

Description of Action Item	
Person Responsible	
Date of Completion	

Description of Action Item	
Person Responsible	
Date of Completion	

### **FORM H Follow-Up on Action Plan**

This meeting will be held two years after the initial Program Review with the ASL Committee. The meeting will include the appropriate Dean, Department Chair (when applicable), and Faculty in the discipline area.

1. For the first recommendation, briefly describe the progress made toward addressing it. End the progress description with a statement of whether or not all action(s) regarding the recommendation have been completed. If not completed, state what remains to be accomplished; state who is responsible; and give a timeline to achieve completion.
2. Continue to follow the guidelines stated in 1, until all recommendations have been addressed.
3. Upon approval of the Action Plan by the appropriate Dean, the Plan will be stored in the Dean's office.