###### UNIVERISTY OF WISCONSIN WHITEWATER

**AUDIT AND REVIEW**

###### Accredited Programs

**Date of Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This document is to be used to review the self-study questions so you can draft responses in the months ahead of your self-study due date. Closer to your due date, you will receive email notification when the Office of Academic Assessment creates your self-study in the portal. Please follow the email prompts to begin your report and submit the final self-study, including any additional documents you wish to have the review team consider, in the online Audit & Review portal. \*Short Self-Studies follow a different process. Please contact** **caseyk@uww.edu** **for information.**

Those programs in which Audit and Review occur for both the undergraduate and graduate programs during the same academic year must submit separate self-studies for the undergraduate and graduate programs (total of two self-studies). Instructions for each are provided at the Audit & Review website.

**Please list the Majors and Minors covered in this review:**

**Major(s):**

**Minor(s):**

**Emphasis(es):**

**Other:**

**General Program Information:**

1. Provide a program description, which should include a mission statement if available.

*This can be the department mission statement or a description of the program. The review team will be looking for a succinct description that clearly articulates outcomes/preparation for student upon program completion.*

1. Describe the changes that have impacted the program since the last review (such as faculty turnover, curricular changes, building projects, accreditation process, etc.). Provide only a general overview here; you will be asked to provide more detail later in the report.
2. Describe the program’s current accreditation status including review cycle and any other relevant information, such as required actions, status updates, or interruptions in your accreditation approval.

*Please also include confirmation of accreditation.*

**Alignment within the University**

1. Provide a brief paragraph describing how the program contributes to the Mission of UWW. UW-W’s Mission Statement is located at: <http://www.uww.edu/strategic-plan/mission-vision-value>.
2. Describe how the program contributes to the values and strategic priorities of the institution.

*Link to Strategic Plan*: <https://www.uww.edu/strategic-plan>

*Consider how your program advances the four themes of the strategic plan, as opposed to aligning with specific action items.*

1. [Undergraduate Programs] Describe how the program supports general education and/or other academic programs. Provide a brief statement on how the program is interconnected to other programs, such as cross-listed courses, double majors, supporting minors, courses that are electives/required in other programs, etc. Please refer to the general education goals for guidance: <https://www.uww.edu/gened/goals-outcomes>

*If your department does not teach courses in the General Education Program, please still describe ways in which you support, align to, and advance the learning outcomes.*

#### Program Goals and Accomplishments

1. List program goals (short and long term) currently in process. Note how each goal will contribute to improving/advancing the program. Include the proposed timeline for completing each goal. What will be the criteria for determining success in completing each goal?

*Program goals are broader and more all-encompassing that Student Learning Outcomes (SLOs). For example, “To increase the number of internship opportunities for students so they are better prepared for careers in “X” field.” Reviewing Department meeting minutes and annual reports may provide some useful information to address this item.*

## Curriculum

1. In order to familiarize the reviewers with the program under review, provide a brief description of the curricular scope and sequence.

*Please attach the 4-year program plan or advising schedule for the major(s) under review.*

1. Indicate which of the following High Impact Practices (HIPs) are available to students and relevant to your program. Provide as much detail as possible in the description text boxes including participation numbers where available.

#### Assessment of Student Learning

1. Upload the program’s assessment plan using the UWW Assessment Plan Template. If your accrediting body expects a different format, you may upload that document.Provide a brief summary of the plan.

*In the text box provided in the portal, write a summary of the program’s current assessment plan including its implementation date and most recent update. If an assessment plan was created for accreditation, feel free to use that plan, but check to see all elements of the campus template are included in the plan you provide. The Program Assessment Plan template can be found on the program review website linked above. It is expected that data on student learning will be reported regardless of where the program is in the review cycle. If the program recently changed SLOs, that is fine, review data from the previous set of SLOs and describe why changes to SLOs were needed based on that data. You may find additional data to support evidence of student learning on the Audit and Review Dashboard.*

1. [Undergraduate Programs] Select the Essential Learning Outcomes (ELOs) that your program Student Learning Outcomes (SLOs) align with. Type the SLO in the textbox next to the ELO box. Note: not every SLO needs to align with an ELO.
2. [Graduate Programs] Complete the table below to indicate how your program’s SLOs of other objectives align with the Master’s Level Essential Learning Outcomes from the Graduate School.

# Student Enrollment, Retention, and Graduation

Program data related to many of the questions below can be found on the [Audit and Review Dashboard](https://www.uww.edu/irp/dashboards).

*MFA is required to access Dashboards, and you want to look for the “Audit and Review Self-Study Data” tile. This will direct you to the Dashboard. It may be helpful to read the notes tab first to understand the terminology and timeframe associated with the data. You can request additional information, or guidance on how to use the data by emailing irp@uww.edu.*

1. Given the numbers reported, and assuming that the support for the program remains at current levels, what is the optimal number of students for the program? Is the program oversubscribed, undersubscribed, or at the optimum level? Explain.

*Audit and Review Dashboard, tab 1 “Enrollment by Major & Emphasis.”* *Use the filters to select data for the appropriate program and student level.*

2. How does the program’s structure and processes support retention and student progress?

*This item is asking for reflection on the availability of classes, potential barriers to student success, and time to graduation. Audit and Review Dashboard, tab 6 “Average Credits to Degree.” Additionally, you may get insights into students’ progress by reviewing “DFW Grades” (tab 8 on Dashboard). Use the filters to select data for the appropriate program and student level.*

#### Demand for Graduates: Identify career and graduate school opportunities available for graduates of the program.

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1. How successful are your students in finding jobs after graduation?

*Information can be found on the Career Statistics website:* [*https://www.uww.edu/career/faculty-staff-resources/career-statistics*](https://www.uww.edu/career/faculty-staff-resources/career-statistics)

*It may also be helpful to review information from the First Destination Employment Survey:* [*http://www.uww.edu/irp/surveys/first-destination*](http://www.uww.edu/irp/surveys/first-destination)

1. What are the projections for finding jobs with program degrees in the future?

*There may be helpful information on the Bureau of Labor Statistics website (https://www.bls.gov/). While your program may not be listed explicitly, you are likely to find information on related disciplines that can help you reflect on and consider employment trends.*

1. Identify unique features that set the program apart from other competing programs in the UW System, or other comparable colleges and universities.

#### Faculty and Staff Characteristics

1. Identify anticipated staffing changes or areas of need since the last program review, and how these will affect the program.
2. Are there factors affecting the ability to recruit and retain outstanding faculty in your program?

#### Student Resources

1. Does the program have adequate facilities, equipment, technology, and library holdings available for the purposes of supporting a high-quality program?

**Conclusions and Recommendations from the Department or Program**

1. Discuss what the department or program sees as the main strengths of the program. Focus on the areas included in the self-study, but also feel free to add items not asked about in the self-study.
2. Discuss what the department or program sees as the main areas that need improvement or continued progress. Focus on the areas included in the self-study, but also feel free to add items not asked about in the self-study.
3. What recommendations for action and improvement do you (as the department or program representative) have for the programs discussed for the next 5 years in the review cycle? What resources will you need to accomplish these actions and improvements?
4. OPTIONAL. Add any other information about the program that has not been included in the report and that you wish to share.