**UNIVERSITY OF WISCONSIN-WHITEWATER**

**FORMAT FOR AUDIT AND REVIEW SELF-STUDIES**

Undergraduate Programs

Majors/Minors and Standalone Minors

Date of Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Short Self-Study (SS\*) \_\_\_\_\_\_\_\_

Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major(s) \_\_\_\_\_\_ Minor(s) \_\_\_\_\_\_

Use this document to review the questions asked and develop drafts of your responses. Submit the final self-study, including any additional documents you wish to have the review team consider, in the online Audit & Review portal. You will receive email notification when the Office of Academic Assessment creates the self-study in the portal. Please follow the email prompts to begin your report.

\*Short Self-Studies follow a different process. Please contact assessment@uww.edu for information.

Those programs in which Audit and Review for both the undergraduate and graduate programs occurs 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:

1. Major(s):

2. Minor(s):

3. Emphasis(es):

4. Other:

**General Program Information**

1. Describe the program and include a mission statement if available.
2. Summarize 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.
3. Identify unique features and accomplishments that set the program apart from other comparable programs, both regionally and nationally. What do you feel draws students to the program? What are the major strengths of your program?
4. List the recommended actions made in the previous Audit and Review evaluation and discuss how the program has responded to these recommendations.
5. Is the program accredited? *\*\*There is a yes/no selection provided in the portal*

**Alignment within the University**

1. Provide a brief paragraph describing how the program contributes to the Mission of UWW.
2. Describe how the program contributes to the values and strategic priorities of the institution.
3. Briefly discuss if/how the program supports general education and/or proficiency programs at the University. Please refer to the general education goals for guidance:

<https://www.uww.edu/gened/goals-outcomes>

4. Please describe how the program supports 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.

**Program Goals and Accomplishments**

1. List program goals undertaken and completed since the last review (e.g. increasing enrollment, adding emphases or post-baccalaureate certificate programs, earning accreditation, etc.). Note

how each goal contributed to improving/advancing the program. What were the criteria for determining success in completing the goal?

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?
2. Describe the program’s processes for setting goals and gathering and reviewing data for assessing program goals.

**Curriculum**

1. Provide a brief description of the curricular scope and sequence. Address the efficiency of the curriculum and provide suggestions (if applicable) on how the curriculum could be more efficient.
2. Discuss how each major, emphasis, track, and/or minor helps to prepare its students for post-graduation or transfer experiences (such as career, graduate school, volunteer work, community engagement, etc.).
3. List any changes made or planned changes to the curriculum during the review period (e.g., new courses, dropped courses, changes to course modalities or requirements). This response should be a summary and not a list of proposals submitted to Courseleaf.
4. Please 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 textboxes including participation numbers where available. \*A table listing the HIPs will be provided in the portal.

**Assessment of Student Learning**

1. Please upload your program assessment plan in the portal. You are encouraged to use the Assessment Plan Template. If you use a different template, make sure it includes the six elements of the provided template*.* Additionally, provide a brief description of the plan and how it supports the program’s cycle of continuous improvement.
2. Please 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.

**Student Recruitment, Enrollment, Retention, and Graduation**

**Trend Data:**

1. Describe the 5-year enrollment trends in the major(s) and/or minor(s) and explain likely reasons for fluctuations.
2. Describe the program, College, and/or University recruitment activities the program engages in to help maintain enrollment.
3. If the average credits to degree for the past 5 years is above 128, explain why.
4. Discuss the extent to which students are able to enroll in the classes they need to proceed through the program without delaying their graduation.
5. Describe where in the curriculum students have the greatest retention issues (DFWI are a possible data point you may consider).
6. 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.

**Demand for Graduates:**

1. Describe information made available to, and/or collected by the program, regarding acceptance into other programs, graduate programs and/or employment.
2. Employment
	1. For majors, summarize and discuss employment projections provided by national or state employment bureaus or agencies and/or other indicators of employment trends, especially in the region.
	2. For minors, discuss advantages that specific majors who complete this minor would have upon graduation.

**Resource Availability and Development**

Include information since the last Program Review.

**Faculty and Staff Characteristics:**

1. Please indicate the full time and part time faculty/instructional academic staff in the program.
2. To what extent has the composition of the faculty changed since the last Audit and Review, and how have the changes affected the program?
3. How is the expertise of the current faculty aligned with the needs and future vision for the program?
4. Identify anticipated staffing changes or areas of need, and how these will affect the program.
5. Are there factors affecting the ability to recruit and retain outstanding faculty in your program?

**Student Resources:**

1. Discuss whether the program has adequate personnel, student help, and service supplies to serve its undergraduate students. If relevant, refer to the number of students per faculty member; the amount budgeted to student help, capital, supplies/services, etc.
2. Discuss the adequacy of the facilities, equipment, technology, and library holdings available for the purposes of supporting a high-quality program.
	1. Reflecting upon earlier responses, what does the program feel are the most urgent physical and technological needs at this time (facilities, equipment, library holdings, etc.)?
	2. What physical needs does the program foresee in the next five to ten years? Please justify your response(s).

**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) have for your own program 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.

**Recommended Result:**

\_\_\_\_Continuation without qualification. *Next self-study will be a shortened one focusing on the Recommended Actions from the current report.*

\_\_\_\_Continuation with minor concerns. *Progress report may be required, at the discretion of the Audit & Review Committee.*

*\_\_\_\_*Continuation with major concerns in one or more of the four areas. Submit progress report(s) addressing the concerns as directed by the Audit & Review Committee. Progress reports must be submitted to the College Dean, Associate Vice Chancellor for Academic Affairs, and the Audit & Review Committee.

\_\_\_\_Insufficient information in the self-study to decide; revise and resubmit.

\_\_\_\_Refer to Provost for Action.