

UNIVERSITY OF WISCONSIN-WHITEWATER
Undergraduate Programs

Date of Evaluation _____
Program _____

Short Self-Study (SS*) _____
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 Program Review portal. You will receive email notification when the IRAP Office 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 Program 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 [Program 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.
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.
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.
Provide a brief summary. You will have the opportunity to provide more details later in this report, such as the section on curricular, assessment, enrollment, and resources.
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 Program Review evaluation and discuss how the program has responded to these recommendations.
Please include the recommended actions and provide a brief summary. If you plan to expand on the actions in later sections of the report, it is fine to refer to review team to those sections. For example, "The assessment plan has been implemented and will be described in detail under Assessment of Student Learning."
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.
Link to UWW Mission, Vision, and Values: <https://www.uww.edu/about-uw-whitewater/mission-vision-values#>
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.*
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>
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.
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?
Program goals are broader and more all-encompassing than 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.
2. 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?
The first question in this section asks what the program already accomplished during the review cycle. This question asks what the program is currently working on. Include those who are assisting with the work, timeline for completion, and expected outcomes.
3. Describe the program's processes for setting goals and gathering and reviewing data for assessing program goals.
Reviewing Department meeting minutes and annual reports may provide some useful information to address this item.

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.
Please attach the 4-year program plan or advising schedule for the major(s) under review.
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. In addition, describe just the meaningful changes, such as changes in course sequencing, types of courses offered, changes in course content.*
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 present your program's assessment plan. If you use a different template, make sure it includes the 6 elements of the provided template. **A copy of the assessment plan template is provided under Review Templates on the [Program Review website](#). 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. Complete the Program Assessment Plan template (provided on the program review website linked above) and upload it to this section. 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 Program Review Dashboard.*

In the Assessment Plan template, items 5 and 6 ask for a summary of findings (5) and actions associated with those findings (6). Every program should have the results of data collected on each SLO reported over the review cycle (i.e., over a 7-year period, all SLOs should be assessed). Please organize this information by SLO as is shown in the findings table, for example: SLO 1: Summary of findings, analysis of data, and actions associated with those findings.
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. **A table with the ELOs is provided in the portal.*

Student Recruitment, Enrollment, Retention, and Graduation

Trend Data:

These data can be found on the [Program Review Dashboard](#). MFA is required for access, and you want to look for the “Program Review” link. 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. Describe the 5-year enrollment trends in the major(s) and/or minor(s) and explain likely reasons for fluctuations.
Program Review Dashboard, tab 1 “Enrollment by Major & Emphasis.” Use the filters to select data for the appropriate program and student level.
2. Describe the program, College, and/or University recruitment activities the program engages in to help maintain enrollment.
The review team is not expecting Department or Program level recruitment work, but rather that the program engages meaningfully in recruitment initiatives hosted across campus (e.g., Admitted Students Days, SOAR, Preview, etc.).
3. Summarize the credits to degree data available on the Program Review Dashboard. If the average credits to degree for the past 5 years is above 128, explain why.
**Please use the “Average Credits to Degree” tab on the [Program Review Dashboard](#) to review and comment on these data (under University Dashboards, select Program Review- login required. Program Review Dashboard, tab 6 “Average Credits to Degree.” Use the filters to select data for the appropriate program and student level.*
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.
This item is asking for reflection on the availability of classes, potential barriers to student success, and time to graduation. Program 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.
5. Describe where in the curriculum students have the greatest retention issues (DFW are a possible data point you may consider).
Program Review Dashboard, tab 8 “DFW Grades”
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.

Information can be found on the Career Statistics website: <https://www.uww.edu/career/faculty-staff-resources/career-statistics>

It may also be helpful to review information from the First Destination Employment Survey: <https://www.uww.edu/irap/institutional-data/first-destination>

2. Employment
 - a. 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.
 - b. For minors, discuss advantages that specific majors who complete this minor would have upon graduation.

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.

Resource Availability and Development

Include information only from the **past five years** (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 Program 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.
 - a. 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.)?
 - b. 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 Program 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 Program Review Committee. Progress reports must be submitted to the College Dean, Associate Vice Chancellor for Academic Affairs, and the Program Review Committee.

___ Insufficient information in the self-study to decide; revise and resubmit.

___ Refer to Provost for Action.