UNIVERSITY OF WISCONSIN-WHITEWATER
FORMAT FOR AUDIT AND REVIEW SELF-STUDIES
Undergraduate Programs, 2020-2021
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 <u>separate</u> self-studies for the undergraduate and graduate programs (total of two self-studies). Instructions for each are provided at the Audit & Review website.

Upload Audit and Review Evaluation Report (Uploaded Document A) from last review in the Uploads section. You can find this Report as the "Final Eval" accessible under "Audit & Review Schedule" at: https://www.uww.edu/assessment/program-review/audit-and-review/schedule

For web links provided within these instructions: if the links don't work, please see the list of "Resources for Self-Studies" accessible from the Audit & Review website at (you may need to cut and paste this link into your web-browser): https://www.uww.edu/assessment/program-review/audit-and-review#ResourcesforSelf-Studies

Please list the Majors and Minors covered in this review:
1. **Major(s):**
2. **Minor(s):**
3. **Emphasis(es):**
4. **Other:**

Uploads section:
1. Previous Audit & Review evaluation report from last review and progress reports. (uploaded by Department of Academic Assessment)
2. Advising check sheets, sample AARs and/or 4-year plans for each emphasis, track, and/or minor. (***uploaded by program***)
3. Assessment plan. (template provided by Department of Academic Assessment, completed self-study should include the program's ***completed assessment plan, uploaded by program***)
4. Student enrollment and graduation data. (uploaded by Department of Academic Assessment)

General Program Information:

1. Insert the department/program's mission statement (as found on department/program university webpage). If the program does not have a mission statement, provide a working draft.

2. 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).

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. **(corresponds with Uploads section 1)**

5. Is the program accredited?

○ Yes - please name the accrediting body. In what year is your next accreditation report due? Provide a brief overview of the advantages/benefits of holding accreditation.

○ No - Is accreditation available for your program? If accreditation is available but the program is not accredited, discuss why accreditation is not preferred, required, or obtainable at this time.

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. Please select one objective from Goals 1 or 2, and one or two other objectives of the Strategic Plan the program supports. UW-W's Strategic Plan is available at: http://www.uww.edu/strategic-plan. Provide an example of how the program contributes to each selected Goal and Objective.

Goal	Objective	Choose 2-3 objectives the program supports (must include 1 from Goals 1 or 2)	Provide an example of how the program contributes to the selected goal/objectives
Goal 1: We will improve student access and success.	*Objective 1 - We will recruit a larger and increasingly diverse undergraduate and graduate student body.*		
	Objective 2 - We will improve the retention and graduation success of all students, including our first-time freshmen, transfer students, and graduate students, and significantly narrow the retention and graduation equity gaps.		
Goal 2: We will foster diversity and inclusion.	*Objective 1 - We will create a comprehensive diversity assessment to gauge campus climate and cultural competency.*		
	Objective 2 - We will augment and strengthen an intentional inclusive campus culture where individuals feel valued.		

Goal 3: We will transform lives and impact society.	*Objective 1 - We will provide high-quality academic programming that prepares our graduates to become lifelong learners who lead successful lives and productive careers and to make positive contributions to the State of Wisconsin, to our nation, and to the world.*		
	Objective 2 - We will provide experiences that enhance student learning and development.		
	Objective 3 - We will recruit, retain, and support talented and diverse faculty and staff who are committed to challenging and empowering students to reach their fullest potential.		
Goal 4: We will strengthen our resources.	*Objective 1 - We will optimize the use of our resources and expand and diversify our sources of revenue.*		
	Objective 2 - We will enhance our operational efficiency and effectiveness.		
Goal 5: We will deepen partnerships and relationships.	*Objective 1 - We will seek opportunities to build new partnerships with community, business, and governmental organizations in support of our mission.*		
	Objective 2 - We will enhance existing relationships with alumni, emeriti, friends, and other partners.		
Goal 6: We will celebrate the accomplishments of our campus community.	Objective 1 - We will enhance the way in which we tell the story of our programs, faculty, staff, students, emeriti, and alumni achievements.		
	Objective 2 - We will strongly articulate and demonstrate the value of the university to the region, state, and beyond.		
	Objective 3 - Shared governance - We make decisions based on strategy, evidence, and transparent, collegial dialogue and we hold one another accountable.		

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?

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?

3. Describe the program's processes for setting goals and gathering and reviewing data for assessing program goals.

Curriculum (corresponds with Uploads section 2)

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 (new courses, dropping courses, changing/requiring prerequisites, etc.).

4. Explain the basis for the changes and the criteria by which the change was determined to be an improvement. Specify the assessment data used in making the changes. Assessment may include a variety of sources, but please make sure to indicate how program data on student learning performance played a role in curriculum decisions.

5. 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.

	Indicate whether or not each HIP is incorporated in your program:		If yes, select the degree to which each HIP is incorporated:			Please describe:
	Yes	No	Available	Encouraged	Required	(include quantities if possible)
First year seminars and experiences	O	O	O	O	O	[ ]
Common intellectual experiences	O	O	O	O	O	[ ]
Learning communities	O	O	O	O	O	[ ]
Writing intensive courses	O	O	O	O	O	[ ]
Collaborative assignments and projects	O	O	O	O	O	[ ]
Undergraduate research	O	O	O	O	O	[ ]
Diversity/global learning	O	O	O	O	O	[ ]
ePortfolios	O	O	O	O	O	[ ]
Service learning, community-based learning	O	O	O	O	O	[ ]
Internships	O	O	O	O	O	[ ]
Capstone courses and projects	O	O	O	O	O	[ ]
Co-curricular opportunities	O	O	O	O	O	[ ]
Other (please describe): [ ]	O	O	O	O	O	[ ]

Assessment of Student Learning (corresponds with Uploads section 3)

1. Please present your program's assessment plan in Uploads section 4. If you use a different template, make sure it includes the 6 elements of the provided template.

2. Please select the LEAP 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.

	Select: ELOs that align with program SLOs	Type: Corresponding program SLO
Knowledge of human cultures and the physical and natural world through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.	O	
Intellectual and practical skills, including: inquiry and analysis; critical and creative thinking; written and oral communication; quantitative literacy; information literacy; and teamwork and problem solving.	O	
Personal and social responsibility, including: civic knowledge and engagement - local and global; intercultural knowledge and competence; ethical reasoning and action; and foundations and skills for lifelong learning.	O	
Integrative and applied learning, including: synthesis and advanced accomplishment across general and specialized studies.	O	

Student Recruitment, Enrollment, Retention, and Graduation (corresponds with Upload section 4)

Trend Data:

1. Describe the 5-year enrollment trends in the major(s) and/or minor(s) and explain likely reasons for fluctuations.

2. Discuss how these data in question 2.a. reflect vitality and sustainability in the program.

3. Describe strategies used in your program to recruit and retain students. Are there issues related to recruitment/retention that your program would like to improve upon?

4. If the average credits to degree for the past 5 years is above 128, explain why.

5. Discuss the extent to which students are able to enroll in the classes they need to proceed through the program without delaying their graduation.

6. Describe efforts made by the program to engage underrepresented communities within the university.

7. To what extent does the composition of students in the program reflect the diversity of the University?

8. Describe where in the curriculum students have the greatest retention issues (DFWI are a possible data point you may consider).

9. 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: Identify career and graduate school opportunities available for graduates of the program.

1. Discuss student placement information from the report that Career and Leadership Development provides.

2. Describe any other information collected by the program regarding acceptance into other programs, graduate programs and employment.

3. 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 standalone minors, discuss advantages that specific majors who complete this minor would have upon graduation.

Resource Availability and Development

Include information only from the **past five years** (since the last Audit & Review).

Faculty and Staff Characteristics

1. Is the program adequately staffed? If not, provide an explanation.

2. Please indicate the full time and part time faculty/instructional academic staff in the program, using the following format:

	Provide names of program faculty/instructional academic staff within each row/column:	
	Full Time	Part Time
Full Professors		
Associate Professors		
Assistant Professors		
Lecturers who teach on a regular basis in the program		
Occasional Lecturers		

3. Describe the extent to which program courses are taught by temporary adjunct instructors.

4. To what extent has the composition of the faculty changed since the last Audit & Review, and how have any changes affected the program?

5. How is the expertise of the current faculty aligned with the needs and future vision for the program?

6. Identify anticipated staffing changes or areas of need, and how these will affect the program.

7. What factors affect 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.

Submission Instructions and Due Dates:

- Submit self-studies using the online submission portal. Program Coordinators 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.
- Use the portal to enter responses to each question, upload files related to questions and any other relevant documents.
- ***Complete your self-study by October 1.*** After your self-study is complete (i.e., all required responses are entered and saved as "final"), click "Submit Report to Dean." Type in the name of your Dean(s) and select their name(s) from the generated list. Add any comments you wish to (they will receive this in an email).
  - NOTE: Once submitted to the Dean, the self-study **cannot** be edited until the Dean returns it to the self-study author
- The Dean can view and download the self-study and all documents uploaded and add comments. The Dean will send the self-study back to the author with feedback (you will receive this in an email) via the submission portal.
- ***Submit to the Office of Academic Assessment by November 1.*** The author will review the Dean's feedback and make any needed revisions. **The author will then submit the final self-study to Assessment Office using the submission portal** for processing and distribution to the Audit & Review Committee. You will receive an email confirming it was received.
  - NOTE: Edits **cannot** be made after it has been submitted to the A&R Committee
- ***QUESTIONS?***
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