TO: The Academic Senate
FROM: Committee on Academic Planning & Review (CAPR)
SUBJECT: [insert name of program] Program Review [insert year of review]
PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: Acceptance of the Five-Year Program Review of [insert name of program]; [Insert recommendation—continue without modification, continue with modification, or discontinue]. [Insert date of the next review].

1.0 BACKGROUND

At its meeting on [insert date], CAPR invited [insert name] from the [insert name of program(s)] to discuss the program’s [insert date] five-year review.

Prove an overview that addresses the following:

Program:

What programs are offered (e.g., major, minor, graduate program)? What degree does the major lead to (e.g., BA/BS)? Is the program online?

Students:

How many majors/minors in each program? Note changes in majors over the period of the review. Include description of student demographics (gender, race/ethnic breakdown). Include number of graduates and discuss changes in proportion of graduating students over the period of the review.

Has the major grown or shrunk? If so, how has SFR changed over the period of the review?

Faculty:

Identify number of T-T faculty and lecturers. Note changes to faculty (e.g., FERP, full retirements, new searchers and new hires). Indicate the percentage of FTES taught by faculty/lectures. Identify/discuss faculty diversity and, if a search was conducted, make note of efforts to improve faculty diversity.

Make note of faculty grants and scholarly activity. Also note faculty engagement with the campus community and the larger community.
1.2 OVERVIEW OF THE DOCUMENTS SUBMITTED

The following documents were included in the report to CAPR:

- A Self-Study
- A five-year plan
- The external reviewers report
- Program response to the external reviewers report

[NOTE: Make sure that all of the above documents were included in the report, and make a note of any missing documents.]

2.0 CAPR’s ANALYSIS

Work Done and Progress Made Since the Last Review

Make note of work done in key areas since the last review. Also, identify key suggestions of the external reviewer of the previous five-year review and discuss improvements made toward rectifying the reviewer’s concerns.

Examples of areas that should be covered:

a. Faculty

If the external reviewer expressed concerns about understaffing then discuss progress made toward this goal (e.g., T-T searchers and hires since the last review).

If the department was awarded searches, identify strategies that may have been employed to generate a diverse pool.

b. Student Advising, Retention, and Mentoring

What is the student advising process?

If the external reviewer expressed concern about student advising, identify progress made in this area since the last review.

Note any changes to or improvements in the advising process (e.g., moving major checks to DAR).

Identify and discuss improvements in and opportunities for student involvement in research.

Identify and discuss improvements in and opportunities for community engagement.
c. Curriculum

Were there any changes/improvements to the curriculum (e.g., new courses)?

d. Program changes

Were any new degree programs or options approved since the last review? Were new courses added?

e. Assessment

Does the program have an assessment plan? Does the program have SLOs and are they mapped to ILOs? Were all SLOs assessed since the last review? Did the program include appropriate assessment materials (e.g., SLOs, SLOs mapped to ILOs, assessment instruments) in the body of the five-year review or as an appendix? Were assessment results reported for each SLO assessed?

f. Other notable accomplishments or improvements made since the last review.

Continuing Challenges:

Draw on the current external reviewer’s report and on CAPRs analysis to identify and discuss any continuing challenges and concerns such as understaffing, lack of assessment, and so on.

CAPR RECOMMENDATION(S) FOR CONTINUATION OF THE PROGRAM

Choices:

Continuation without modification

Continuation with modification

Discontinuation

In a paragraph or so, note the recommendation for continuation. If the decision is continuation with modification then state the reason and set explicit goals that will help the program remedy the problems. If the decision is to continue without modification, a discussion of any suggestions for improvement made by members of CAPR should still be noted.

DATE OF THE PROGRAM’S NEXT FIVE-YEAR REVIEW