Florida A & M University
Program Review Process and Self-Study Guidelines

Program Review Summary
Please provide, in a separate document, a summary of the program review, using the attached summary format. Limit your summary to no more than 5 pages.

Purpose

- The purpose of the self-study is threefold:
  1) to provide program faculty the opportunity to reflect on and analyze all aspects of the program and plan for its future directions, and
  2) to help administrators and, if necessary, external consultants, understand and evaluate the program.
  3) in the case of units anticipating new degree programs, to aid in preparing to offer the proposed program.

Process

- All degree programs at state universities must, by statutory mandate, undergo periodic program review. Each bachelor’s and graduate degree program that is part of a periodic review completes a self-study using the format provided by Academic Affairs.

- Programs that undergo specialized accreditation may utilize that process and accreditation self-study guidelines in lieu of the program review self-study guidelines, as long as the elements in the Self-Study format are included. A hard copy and an electronic copy of the accreditation self-study, accompanied by the “Program Review Summary” must be submitted to the Provost’s Office prior to the deadline.

- In most cases it is advisable to utilize an external consultant to review the self-study, conduct a site visit and provide a report. The decision to utilize a consultant will be made by the Provost in consultation with Dean and Department Chair.

- Students in the program will be part of all program reviews. The program should seek student input during the development of the self-study through a survey and during an external consultant’s site visit.

- Each college or school should designate an individual who will be responsible for overseeing all program reviews occurring within the college or school and who will serve as the contact with the Provost’s office, in addition to the Dean. At the beginning of a program review cycle the Provost’s office will arrange a meeting
with all individuals responsible for the program reviews occurring during that cycle to clarify the process, responsibilities and timelines.

- The program review self-study report must be reviewed and approved by the Academic Dean prior to review by the Provost’s Office. The Dean will also complete a “Program Review Summary Form” including recommendations based on external consultant’s report (if available) and his/her own observations. The Program Review Summary Report is submitted to the Division of Colleges and Universities on schedule. Once final consultant reports or accreditation reports are received, the Dean will provide a summary of the recommendations and ensure that an action plan is developed. Subsequently, the Dean will meet with the Provost to discuss and seek approval of the action plan. Recommendations ensuing from program reviews and assessments will inform the planning and budgeting process at the school, college, institute and institutional level.

- The Dean will provide a follow-up report one year after the action plan is developed.

Self-study Guidelines

- The self-study and the program review process should provide a periodic in-depth view of the program, while building upon an on-going system of continuous improvement within the program. The program faculty as a whole should participate in the development of the self-study and be involved in the program review process.

- Self-studies should follow the attached outline and insert the program review forms either in the body of the text or in the appendices. Please keep narratives short and succinct, but feel free to include additional material necessary to represent programs fully. Submit the final document in hardcopy (letter size, 3 copies) and electronically. Programs may wish to include peer comparison data. If so, the measures should be reviewed by the Dean and Provost’s office prior to data collection.

- The self-study should be accompanied by the “Program Review Summary Form.”

Once the report is approved and finalized, an official electronic copy, in “read only” format, will be maintained in the Provost’s office, the Dean’s office, and with the FAMU Southern Association of Colleges and Schools (SACS) representative.
Format for Self-Studies

1. Status of the Discipline
   • Brief description of the national status of the discipline, including emerging issues and trends

2. Program
   • Brief overview of program
   • Mission statement for the program: Reference its relationship to college and institutional mission, state priorities and Board of Governors strategic plan as appropriate.
   • Goals and objectives of the program relative to teaching, research and public service, and assessment of program performance in relation to them
   • Student Learning Outcomes of the program: Student learning outcomes should identify in behavioral terms the broad skill areas students should master as a result of the program by the time they graduate. A matrix indicating which courses address each of the outcomes identified should be included. Attach a copy of the Academic Learning Compact for each reviewed baccalaureate degree program.
   • Governance structure of the program
   • Admissions requirements (including limited access requirements if applicable)
   • Degree requirements (including credit hours to degree)
   • Curriculum (including common prerequisites)
   • Associated institutes and centers
   • Involvement of business and industry in establishing goals, objectives, learning outcomes and curriculum (this item is required for science and technology programs, recommended for others)
   • Community college articulation (in the case of baccalaureate programs)

3. Program Evaluation
   • Describe briefly the means of assessing student learning outcomes, and recent improvements based on the results of such assessment. Means of assessing outcomes may include but are not limited to standardized tests, capstone course/program examinations, analyses of theses, portfolios and recitals.
   • Describe briefly the continuous improvement plan utilized to assess and improve the program on an on-going basis. Summarize improvements made as a result of the continuous improvement plan.
   • Provided a brief analysis of the grade patterns of courses with high failure rates or withdrawals and delineate an action plan for student improvement in these areas.

4. Students
   • Enrollment
   • Degree productivity
   • Student services
   • Outcomes information including student performance on licensure/certification exams, job placement of graduates, student, alumni and employer surveys
5. Faculty
- Teaching productivity and activities designed to enhance teaching and the curriculum
- Research productivity
- Service, including service to public schools
- Faculty development plans

6. Facilities and Resources
Address the adequacy of resources and support services to address the goals and objectives of the program.
- Library
- Laboratories
- Equipment
- Space
- Support personnel

7. Responses to Previous Program Review Recommendations
- Itemize each major recommendation and state the response.
- Summarize how previous program review results have been used to inform any of the following that apply: The refinement of mission and goals/objectives; program planning, development and improvement; and budgeting decisions.

8. Strengths, Weaknesses, Opportunities and Threats (SWOT)
- Identify the strengths, weaknesses, opportunities and threats that support or impede achievement of program goals, objectives and expected outcomes.

9. Vision and Plans for the Future of the Program
- Provide a vision statement of what the department would like the program to be in six years, assuming only costs to continue, with no additional state resources. In order to reach this goal, state the plans for the next 3 years and the next 6 years, including actions, which need to occur.
- Provide a vision statement of what the department would like the program to be in six years, if additional state resources are available. In order to reach this goal, state the plans for the next 3 years and the next 6 years, including actions, which need to occur, and resources required at each stage.

10. Unit Recommendations
- Identify recommendations for improvement of the program
  a) Recommendations for changes, which are within the control of the program, including curricular changes if appropriate
  b) Recommendations for changes that require action at the Dean, Provost or higher levels
Florida A & M University
Program Review Summary Report

In addition to the self-study submitted by each academic unit undergoing a program review, this summary report is to be completed by the Dean and limited to no more than 5 pages. The format below contains the items to be reported to the Division of Colleges and Universities, as required in the Policy Directive for Academic Program Review issued by the Chancellor.

Program Name: ________________

Degree Level(s): ________________

CIP Code: __________

Please respond to each of the items below.

1. Please provide a brief synopsis of actions taken in response to recommendations from previous reviews for this program. If the program is new and has had no previous reviews, address any previous recommendations for the academic unit offering the program.

2. Attach a copy of the Academic Learning Compact for each reviewed baccalaureate degree program.

3. Identify strengths, weaknesses, opportunities and threats (SWOT) that support or impede achievement of program goals.

4. Recommendations based on review findings (if the accrediting body’s recommendations or program review consultant’s recommendations are not available yet, provide them in a separate summary document as soon as they are finalized.)

I confirm that each program review prepared and being submitted to the Division of Colleges and Universities includes all of the processes as outlined in the Board of Governors’ policy directive of academic program reviews and was conducted according to Florida A & M University’s approved policy for program reviews.

Respectfully submitted: ________________________________

Larry Robinson
Provost