

**SGU Program Review Plan– March 2015 – Revised April 2015**

Academic program review at SGU is aimed at insuring that programs align with the mission and that fiscal, human, and other resources needed to support it are being wisely and appropriately allocated. This new program review process commenced in spring semester 2015. Reviews of Certificate, Associate, Bachelor, and Master degree offerings will be ongoing and a formal program review of every offering will be carried out once every four years. However, during this initial phase, all academic programs will be reviewed by the end of fall semester 2015 and submitted to the Faculty Council not later than January 2016. Each review should be completed within the course of a semester. Benchmarks and responsible parties are cited in Chart 1. A four-year schedule for program reviews will be developed and implemented by Fall Semester 2016.

Reviews will entail formal self-study reports to be completed by Department Chairs and full-time faculty in those departments being reviewed. Program reviews will address alignment with SGU and departmental mission and purposes, program learning assessment results, faculty credentials and engagement, and the program's future plans. A more detailed explanation of the self-study process for program reviews is included immediately after Chart 2 below.

**Chart 1 – Timeline and benchmarks for Program Review at SGU - Example**

<b>Action</b>	<b>Date</b>	<b>Responsible Party</b>
Notification to Department Chair to Initiate Program Review	August 15	Chief of Operations
Submit self-study to Faculty Council for review	January 15	Department Chair
Self-study with Faculty Council review and recommendations submitted to VP Academic Affairs and VP Planning and Development	February 10	Department Chair
President’s Council reviews Self-Study and makes recommendations	March 10	President
Board of Regents reviews Self-Study recommendations	April 15	Board of Regents
Administration confers with Department Chair regarding needed actions	April 20	VP Academic Affairs and VP Planning and Development

**Chart 2 –Timeline for Program Review for SGU (includes all Certificate, Associate, Bachelor, and Master’s programs) NOTE: initial review of all academic programs must be scheduled for submission to Faculty Council by January 2016 – see Chart 1 above.**

Department Scheduled for Review (includes all certificate and degree programs offered by the department)	Program Review – First round of reviews to be completed and submitted to Faculty Council NLT January 2016.
Great Plains Art Institute	2016-2017 (NOTE: Draft completed in April 2015. Need to submit to Faculty Council in May 2015)
Arts and Sciences	2015-2016
Business Education	2015-2016
Education	2015-2016 (NOTE: Draft initiated March-April 2015.
Human Services	2015-2016
Lakota Studies	2015-2016
Institute of Technologies	2015-2016

### Internal Program Review Self-Study

The Vice-President for Institutional Planning and Development will provide oversight to the program review process, and will assist in identifying and mobilizing technical assistance and needed resources to the departments carrying out the reviews.

#### Section 1. Introduction

Describe the program. Include a checklist of required courses, narrative that includes program history, mission, vision, application processes, criteria for admittance, and other general information. Note any curriculum changes that have been made to the program during the past four years and explain the rationale for such changes. If external reviews of your program are conducted, include references to those reviews and copies of the most recent review reports.

#### Section 2. Program alignment with college mission and purposes

Provide evidence that the program's mission, design, and program learning outcomes align with SGU's mission, values, and purpose statement, including Wolakota. This can include evidence of Departmental caucuses reflecting assessment of these criteria.

### Section 3. Alignment with Community Needs

Provide information about graduates from the program during the past 7 years, to include higher education they may be pursuing, or did pursue, employment they have, and locale of residence. Provide labor market information related to the program and provide information about starting wages identified for such programs per the Department of Labor statistics. Describe any partnerships with outside entities that provide internship or practicums for students in the program. Include information from employer surveys (use SGU's standard version).

### Section 4. Student Participation and Success

Provide figures for enrollment in the program major for the past seven years, numbers of graduates, and time to graduation.

### Section 5. Program Learning Outcomes and Curriculum and Instruction

Identify program learning outcomes, describe the process used to evaluate those outcomes, provide a summary of the outcome data, and describe any adjustments to the program that have been made or considered as a result of learning outcome data.

Provide an up-to-date list of course descriptions including prerequisites. Describe the pedagogy and techniques (e.g. hybrid, community learning, constructivist approaches, service learning) involved in innovations in teaching. Provide a representative sample of student evaluations of faculty for each instructor teaching in the program.

### Section 6. Human, Financial, and Physical Resources

List full-time and adjunct instructors teaching in the program, including their degree attainment and/or evidence of known expertise. Provide a statement attesting to the level of expertise for delivery of the program. Summarize data regarding faculty/staff and their professional development over the past four years. Weigh in on the issue of full and part-time faculty/staff, release time, anticipated retirements, and other issues essential to program delivery. Describe how faculty/staff members are engaged in SGU activities and self-governance. Describe their involvement in community life on and/or off the Rosebud Reservation. Make a reasoned argument addressing the level of adequacy of both fiscal and physical resources, highlighting both strengths and needs. Provide a calculation, derived by dividing the program's total annual budget by the average annual student credit hours in the program under review.

### Section 7. Recommendations and Preliminary Implementation Plan

Provide recommendations for the future of the program based on the results of the self-study. Describe the potential trajectory and development of the program during the coming 4 years. Describe how challenges identified in the self-study will be addressed and provide an estimation of the human, physical, and fiscal resources that would be needed to address those.

Once the self-studies for the Program Review are complete, send electronic copies to the Chair of the Faculty Council and to the VP for Institutional Planning and Development. The President's Council will review the completed self-study reports and make their own recommendations. Should actions be indicated, the administration will work out the needed action plan with Department Chairs.