

**SGU Program Review Plan– March 2015 – Revised April 2016**

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> | <b>Progress to Date</b> |
|---|-------------|--------------------------|-------------------------|
| Notification to Department Chair to Initiate Program Review   | August 15   | Provost                  |                         |
| 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      |                         |

**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.**

| <b>Department Scheduled for Review (includes all certificate and degree programs offered by the department)</b> | <b>Program Review – First round of reviews to be completed and submitted to Faculty Council NLT January 2016.</b> | <b>Progress to Date</b> |
|---|---|-------------------------|
| 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   |                         |
| Nursing Department  | 2015-16 Submitted to Faculty Council (date) and Board of Nursing Febr. 2016                                       |                         |

## **Internal Program Review Self-Study**

The Provost 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

Begin with a program description and include edits to update for the next catalog. Include a degree program plan (status sheets), narrative that includes program history, mission, and other general information. Include application processes and criteria for admittance if your program requires additional process for acceptance into your program. Note any significant curriculum changes that have been made to the program during the past four years and explain the rationale for such changes, which may include labor market changes, accreditation needs and student feedback based on surveys and Student Course Evaluations. 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

This can include evidence of departmental caucuses reflecting assessment of these criteria. Provide a description of how the program's mission, design, and program learning outcomes align with SGU's mission, values, and purpose statement, including Wolakota. Include a statement of how Wolakota is promoted in the program. Provide examples.

### Section 3. Alignment with Community Needs

Provide information about graduates from the program during the past 4 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.

#### Section 4. Student Participation and Success

Complete a table for each degree plan within your program to include figures for the past 4 years for annual enrollment to include the number of new students to the program; continuing students; completers; drop/stop out; and still enrolled at the end of the academic year.

| <b><i>Program:</i></b> |                     |                            |                  |                                  |                                    |
|------------------------|---------------------|----------------------------|------------------|----------------------------------|------------------------------------|
| <b>Academic Year</b>   | <b>New Students</b> | <b>Continuing Students</b> | <b>Completed</b> | <b>Retained (Still Enrolled)</b> | <b>Withdrew (Drop or Stop Out)</b> |
| 2015-2016              |                     |                            |                  |                                  |                                    |
| 2014-2015              |                     |                            |                  |                                  |                                    |
| 2013-2014              |                     |                            |                  |                                  |                                    |
| 2012-2013              |                     |                            |                  |                                  |                                    |
|                        |                     |                            |                  |                                  |                                    |

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

- a) Describe the process used to evaluate student progress toward program learning outcomes. Include the curriculum map for the program. Provide a summary of outcome data, if available, and describe any adjustments to the program that have been made or considered as a result of learning outcome data.
- b) Attach a current syllabus for each program-specific course in the degree program.
- c) Provide a composite of student evaluations for each instructor, including adjunct instructors, teaching in the program for the current academic year. Based on the data from the student evaluations, what decisions were made regarding what worked, what didn't work, and what decisions were made at the course and program level.

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

- a) Using the chart on the next page, list full-time and adjunct instructors teaching in the program, including their degree attainment and/or evidence of known expertise in their content area. Describe the strengths this instructor brings to the program. Summarize professional development activities completed by faculty/staff over the past four years. Also provide SGU committee participation and community service activities completed by each.
- b) Describe how the staffing of your program is meeting the needs of your program, include any gaps you anticipate needing to address.
- c) How well are your physical resources meeting your needs, which may include space, equipment, supplies and technology? How well is your budget meeting yours needs?



### Section 7. Program Recommendations

Based on the information provided in this program review summarize the strengths of the program. Secondly, describe the challenges faced by the program. Provide recommendations for direction of the program in the next four years. Describe the human, physical and financial resources needed to accomplish the mission of the program.

***Once the Program Review is complete send electronic copies to the Provost. The Provost's Leadership Council will review the completed program reviews and discuss the findings with the respective departments. The findings will guide the department's action plans for continuous improvement as well as budgeting and resource management.***