



CLARK ATLANTA UNIVERSITY
Office of Planning, Assessment and Research

ACADEMIC PROGRAM REVIEW:
Self-Study Report Template



**CLARK ATLANTA
UNIVERSITY**

5th Year Cycle

ACADEMIC PROGRAM REVIEW

20__ - 20__

School	Academic Department	Department Chair	Dean

Date Submitted to the Office of Planning, Assessment and Research (OPAR)

Month/Year

Academic Program Review Self-Study Report Template

All documents should be prepared using Microsoft Word and should also include a title page with all appendices clearly identified.

I. Program History and Philosophy

- Program description
- Students - see program quality indicators
- Relationship to the university mission / purpose
- Demand for graduates, job market needs
- Comparative advantages
- Program accreditation (if applicable)

II. Prior Self-Study Findings

- Strengths
- Weaknesses

III. Summation of prior PQEP

- Recommendations
- Actions taken

IV. Areas of Review

1. Program, Mission, Goals, and Objectives/Learning Outcomes
 - Summation of criteria for success
 - Relevant documentation
 - Determination if standard is met or not met
 - Recommendation(s)
2. Organization, Governance, and Resources - see program quality indicators
 - Summation of criteria for success
 - Relevant documentation
 - Determination if standard is met or not met
 - Recommendation(s)
3. Faculty - see program quality indicators
 - Summation of criteria for success
 - Relevant documentation
 - Determination if standard is met or not met
 - Recommendation(s)
4. Strategic Plan/Annual Review
 - Summation of criteria for success
 - Relevant documentation

- Determination if standard is met or not met
- Recommendation(s)

5. Curriculum - see program quality indicators

- Summation of criteria for success
- Relevant documentation
- Determination if standard is met or not met
- Recommendation(s)

6. Student Services

- Summation of criteria for success
- Relevant documentation
- Determination if standard is met or not met
- Recommendation(s)

7. Support Staff

- Summation of criteria for success
- Relevant documentation
- Determination if standard is met or not met
- Recommendation(s)

8. Support Services and Facilities - see program quality indicators

- Summation of criteria for success
- Relevant documentation
- Determination if standard is met or not met
- Recommendation(s)

9. Off-Campus Programs

10. Distance Learning Courses

V. Analysis of the Academic Program's Strengths, Weaknesses, Opportunities, and Threats

I. Final Recommendations for Improvement Based on Findings of the Self-Study Report

II. Conclusion: Program Outcomes

- Identification of program strengths, weaknesses, opportunities, and threats
- Evaluation of results for program improvement

- Value to the institution
- Analysis of cost/revenues
- Recommendation(s)

Program Quality Indicators

In the scope of the review, the following program quality indicators must also be addressed in the self-study report.

Students:

- Number of majors
- Admission criteria
- Qualification of students (SAT, ACT, GPA)
- Graduate placement (career, academic)
- Student need/demand for courses
- Retention and graduation
- Advisement/Counseling services
- Success in meeting student needs
- Student satisfaction:
- Rating of Instruction

Cost Effectiveness:

- Program costs (operating budget)
- Student cost by credit hours
- Headcount enrollment vs. graduation
- Average salaries/competitiveness

Faculty:

- Academic/Professional preparation
- Experience, capabilities
- Research and scholarly work
- Rank, tenure
- Specialty areas
- Evaluation data
- Service to university/community
- Professional memberships
- Professional development activities
- Faculty loads/preparations

Curriculum:

- Program of study
- Course offerings
- Knowledge base
- Teaching methods
- Assessment practices
- Instructional support

Support Services:

- Buildings & Grounds (i.e. location & adequacy of physical facilities)
- Equipment/materials (i.e. computers, etc.)
- Library (i.e. journals, etc.)
- Laboratories
- Adequacy of support staff

Note: A copy of the Academic Program Assessment Standards - Assessment Tool should be attached to the self-study report.