**mansfield university OF PENNSYLVANIA**

**Academic Program Review**

**[Program Name and Award (Example: English, B.A.)]**

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| **Academic Offerings** | **Six Digit CIP Code** | **Delivery Method(s)** |
| **Program Name:**   |  |  |
| **Concentration(s):**  |  |  |
| **Affiliated Minor(s):**  |  |  |

**Program Review Team Members:**

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| --- | --- | --- |
| Name | Title | Relationship to Program |
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| Add rows as needed. |  |  |

1. **Program Description, Mission, and Vison Statements**

A. Provide the program’s description from University Catalog.

1.A.

 B. Provide the program’s mission and vision statements.

1.B.

C. Describe how the program supports and is aligned with Mansfield University’s mission and vision statements (MU statements found here: <https://www.mansfield.edu/mission-statement>).

1.C.

1. **Student Learning Outcomes**

Attach the TracDat Assessment Unit Four-Column Report that includes results for the review period. With this report and any TracDat ad hoc reports (already set up in your TracDat account) to guide you, briefly describe your program assessment process and then focus your narrative on how the program uses assessment results to improve student learning. Please provide specific examples of the use of assessment results to guide program improvement. The analysis should cover the degree program, concentrations, and minors (as applicable).

2.

1. **Curriculum and Collaboration**

Provide an overview of the current curriculum, explain any significant curriculum changes that have been implemented in the last five years, and discuss any changes that may occur over the next five years. Please document how curricular changes were driven by your program’s assessment results. Describe any changes in available technology or the use of technology that had, or will have, an impact on the program’s curriculum. Describe any collaborations that are planned, implemented, or being explored between this program and other programs at Mansfield, other PASSHE universities, and/or other institutions of higher learning. Describe any current or planned collaborations with employers that may influence curricular design. Attach a Course Sequence Plan that presents a recommended course sequence semester by semester for new students from program entry to credential completion. For degree programs, the Course Sequence Plan should include required courses for the major, general education courses, and elective courses totaling the number of credits required to earn the degree. If the program has concentrations, each concentration should have its own Course Sequence Plan. Use the template at the end of the document to complete the plan.

3.

1. **Program Performance and Demand**

The Institutional Research Office will supply data charts with the following information:

**Based on Fall freeze date data for the period under review:**

* Primary major headcount trend (aggregated)
* Primary major headcount trend (disaggregated by student subpopulation)
* Primary major FTE trend (aggregated)
* Primary major FTE trend (disaggregated by student subpopulation)

**Based on annual data for the period under review:**

* New student headcount trend (disaggregating first-time, full-time students; first-time, part-time students; and transfer students)
* New student FTE trend (disaggregating first-time, full-time students; first-time, part-time students; and transfer students)
* Program completion trend data (August data included with prior academic year)
* Four-year graduation rate trend
* Six-year graduation rate trend
* First-to-second year retention rate trend
* Student credit hour generation trend (with separate breakout for summer, if relevant)
* Average class size trend (by prefix): aggregated and disaggregated (general education vs. non-general education courses)

**Labor market data from PASSHE’s PA Workforce Needs Assessment Dashboard 2016-26:**

* PA Annual Demand vs. Supply Gap
* Mansfield Workforce Region Demand vs. Supply Gap

**Career Outcomes Data:**

* Data from the Career Center’s annual Outcomes Summary

**Licensure/Certification Data:**

* Pass rates from licensure/certification exams, if relevant

**Alumni Satisfaction Survey:**

* Results (if available) presented in graphical form.

In your narrative, analyze enrollment, retention, and completion trends. Describe and assess any efforts to improve program enrollment, retention, and completion. If the program contributes to general education, explain what impact general education has on program demand and enrollment. Discuss any equity gaps in student success measures and explain how these might be addressed. Discuss trends in student demand and employer demand that may impact the program and/or create future opportunities for growth. Consider convening a focus group of alumni and employers to assist with your understanding of current and future workforce needs.

4.

**5. Faculty**

The Institutional Research Office will provide data charts on the following:

* Faculty headcount and FTE disaggregated by regular full-time, regular part-time, and temporary status for each Fall term during the review period.
* Student/Faculty FTE ratio trend as of Fall freeze date during the review period

The program will provide the following:

* List of current faculty (regular full-time, regular part-time, and temporary) indicating highest degree awarded, institution awarding that degree, areas of specialization, typical teaching assignments, number of students taught in Fall and Spring semester of current year, and number of students for whom the faculty member is currently the primary academic advisor.
* List of scholarly growth activities during the review period for all current faculty.
* List of service activities during the review period for all current faculty.
* List of contractual and non-contractual alternate work assignments during the review period for current tenure-track and tenured faculty members
* List of sabbatical leaves granted during the review period.

In your narrative, assess the effectiveness of the program’s faculty as a whole in the following areas, noting any areas in need of improvement and/or support:

* Appropriate qualifications and staffing to deliver the program’s curriculum
* Ability to offer courses using a variety of delivery methods
* Advising/mentoring students
* Recruitment of new students
* Engagement in scholarly growth activities
* Engagement in service activities
* Engagement in assessment activities and curricular development/revision
* Engagement with alumni, employers, community members, and other external constituent groups

5.

**6. Budget and Resources**

Summarize typical expenditures that are supported through the program’s operating budget and explain if financial resources have been sufficient for the program’s needs. Consider some or all of the following in your analysis: 1.) educational/instructional technology; 2.) educational/instructional equipment and/or supplies; 3.) facilities and remodeling; 4.) faculty professional development (conference registration and travel, trainings, other professional development); and 5.) student development (conferences, student/faculty research, etc.). Include additional items as needed.

6.

**7. Program Goals**

List the program’s strategic goals from the previous five-year review report. Indicate whether the goals were met or not met and explain why. Indicate the program’s strategic goals for the next five years and describe planned actions to meet each goal.

7.

**8. Additional Information**

Provide additional comments or information not addressed in other areas that should also be considered as part of this review.

8.

**DEGREE PROGRAM REPORT ASSESSMENTS**

**External Evaluator’s Assessment**

If applicable, include the external reviewer’s assessment. Provide the external reviewer with the “Academic Program Review Information for External Evaluators” document in advance.

**\*\*Forward the completed review to your Dean by June 30\*\***

**Response from the Dean and the Provost**

Dean’s Response

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Provost’s Response

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**Program’s Response**

Program Review Team: Reply to your external reviewer, dean, and/or provost in the space below, then sign the review and forward it to your dean for final signature.

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**Required Signatures**

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| **Names and Signatures DATE** |
| **Program Director (if applicable):** **Signature:** |
| **Department Chair:** **Signature:** |
| **Dean:****Signature:** |
| **Provost:****Signature** |

**Required Attachments:**

**A. TracDat Four-Column Report**

**B. Recommended Course Sequence Plan(s)**