

**ACADEMIC PROGRAM REVIEW**

**Internal Review Committee (IRC) Report**

**[Program Name], [Insert College Name]**

**Submitted on [Insert Date]**

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# **Executive Summary**

This program has been in existence for \_\_ years. Its enrollment for the past five years has been:

|  |  |
| --- | --- |
| **Fall Year** | **Enrollment Count** |
| Fall 20\*\* |  |
| Fall 20\*\* |  |
| Fall 20\*\* |  |
| Fall 20\*\* |  |
| Fall 20\*\* |  |

The start year of this program was \_\_\_\_.

The total number of credits needed to complete this program is \_\_\_\_.

The program’s teaching format(s) is(are) \_\_\_\_.

NSU offers this program at its \_\_\_\_ campus(es).

## **Professional/Specialized Accreditation**

If applicable, insert the name of the accrediting body, accreditation status, date of next accreditation year, next self-study date, and next site visit date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Accrediting Agency** | **Accreditation Status** | **Date of next Accreditation Year** | **Next Self Study Date** | **Next Site Visit Date** |
|  |  |  |  |  |

Please provide a summary of the last professional accreditation self-study and the outcomes of that review:

## **Licensing/Certification**

Is this program intended to meet licensing/certification requirements? If so, what is the name of the specific licensure or certification and does the program meet those requirements? If applicable, please provide the examination results for the past five years.

## **Program Mission and Fit with University**

Insert the program’s vision and mission statements. Describe how the program’s vision and mission are consistent and align with the [University's vision, mission, and core values.](https://www.nova.edu/about/vision-mission-core-values.html)

Describe collaborative efforts with other university colleges, programs, and departments.

## **Preeminent and Comparable Programs**

Preeminent programs are aspirational programs that are superior in the areas of faculty, students, and curriculum. Please provide a summary of the ways in which the program exemplifies quality when it comes to Faculty, Students, and Curriculum.

* A pre-eminent program in this field has the following elements with respect to its Faculty:
* A pre-eminent program in this field has the following elements with respect to its Students:
* A pre-eminent program in this field has the following elements with respect to its Curriculum:

Using the table below, please list three programs comparable to the program under review. Be sure to include a rationale for selecting these comparable programs and a direct web link to information regarding the programs.

|  |  |  |
| --- | --- | --- |
| **Comparable Program Name (Hyperlink to Program Website)** | **University**  | **Rationale for selecting this comparable program** |
|  |  |  |
|  |  |  |
|  |  |  |

## **Recommendation from Previous Review**

If applicable, please describe the recommendations of the previous review of this program.

# **Assessment of Quality**

## **Faculty**

### **Faculty Sufficiency**

Describe the faculty coverage for this program and whether this coverage is sufficient to meet the program’s needs for teaching, mentoring, and supervision.

### **Scholarly Involvement**

Describe faculty members’ intellectual contributions towards research in their field as evidenced by their scholarly involvement and other similar activities (including conferences, invited lectures, journal reviewers, etc.)

### **Teaching Effectiveness and Impact**

Describe faculty members’ teaching effectiveness, including teaching awards (internal and external), teaching credentials or certifications, mentoring, and participation in teaching seminars or workshops. Please explain the technology utilized in teaching delivery.

### **Faculty Development and Support**

Describe the ways in which the program provides its faculty members with faculty development opportunities, including faculty mentorship initiatives.

## **Students**

### **Tracking of Student Retention/Graduation Rates**

Provide a brief description of the ways the program tracks retention and graduation rates and if those rates are appropriate for this discipline. Using the graduation/retention table in the ASPIRE report (Section 7), is the program meeting its goals? If not, what actions are being taken to meet those targets? If the rates provided are different than what the college calculates, please provide an explanation of how you track them.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Target | Actual | Action Item (if not meeting target rate) |
| 20\*\* |  |  |  |
| 20\*\* |  |  |  |
| 20\*\* |  |  |  |

### **Tracking of Graduates/Alumni**

Provide a brief description of the ways the program tracks post-graduate job placements and if those placements are consistent with the program’s goals. If applicable, describe how the program customizes the alumni survey and utilize it for program improvement.

### **Student Learning Outcomes**

Provide the program’s benchmarks for student learning outcomes, if the student’s routinely meet those outcomes, and if not, what actions are taken to meet those outcomes. Discuss changes to be made for improvement of student learning based on assessment findings.

### **Student Scholarship/Research**

If applicable to the level of degree achieved for this program, provide a brief description of the ways in which students participate in scholarship/research.

### **Student Support Services**

Provide a summary of the ways in which the program utilizes educational support services (i.e., technology, library resources, registration, financial aid, writing and communication center, counseling services, advising, and other similar services) and whether these services are adequately provided to all students.

## **Curriculum**

### **Curriculum Quality**

Describe efforts to enhance the quality of the curriculum. Describe how the program student learning outcomes and assessment results inform changes in the curriculum. Include any additional information/data the program uses to inform curricular changes (e.g., student evaluations, informal feedback from students, information from external stakeholders/SMEs).

### **Curriculum Committee/Review**

Describe how the program ensures that the curriculum is comprehensive, up to date, and relevant, including the timeline of the last curriculum review. Please also describe how the curriculum is aligned to meet workforce demands.

Briefly describe the curriculum review process, including how the degree program reflects coherence in sequencing, increasing complexity, and linkages between and among program components. For graduate programs, are they progressively more advanced in academic content than undergraduate programs?

# **Recommendations for Future Development**

To reach preeminence, provide specific recommendations for continuous improvement in the following areas:

## **Faculty**

### **Faculty Sufficiency**

Provide recommendation(s) here.

### **Scholarly Involvement**

Provide recommendation(s) here.

### **Teaching Effectiveness and Impact**

Provide recommendation(s) here.

### **Faculty Development and Support**

Provide recommendation(s) here.

## **Students**

### **Tracking of Student Retention/Graduation Rates**

Provide recommendation(s) here.

### **Tracking of Graduate/Alumni**

Provide recommendation(s) here.

### **Student Learning Outcomes**

Provide recommendation(s) here.

### **Student Scholarship/Research**

Provide recommendation(s) here.

### **Student Support Services**

Provide recommendation(s) here.

## **Curriculum**

### **Curriculum Content**

Provide recommendation(s) here.

### **Curriculum Committee/Review**

Provide recommendation(s) here.

Committee Chair Name –

Internal Committee Member Name –

Internal Committee Member Name –

Internal Committee Member Name –

Outside Internal Committee Member Name -