

Academic Program Review — Self Study Template	Data Source	Responsible
<p><i>Each academic program/department will prepare the report in four sections as outlined below. Submission as .pdf files is best for review across all platforms. To assist departments and programs, as much information as possible will be generated by SMU academic and administrative support offices and loaded into the sharespace in formats that will be easily included into final generated reports.</i></p>		
<p><i>Most support offices have time in the summer to prepare these data and/or reports. Therefore, those documents will be loaded into the sharespace during the summer months for those programs being evaluated in the upcoming Fall and Spring. Individual programs and departments do not need to contact the support units generating data.</i></p>		
<p>1. Introduction:</p>		
<ul style="list-style-type: none"> <li>• Mission (This mission should match or complement those stated in annual Institutional Effectiveness Reports)</li> </ul>	Weave/Catalog	Chair
<ul style="list-style-type: none"> <li>• Overview: A Brief description of the program, it's strengths, distinctions, obstacles and opportunities.</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Strengths/distinctiveness in comparison to peer and aspirant peer departments/programs</li> </ul> </li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Obstacles to future program direction or improvement</li> </ul> </li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Opportunities for improvements and change</li> </ul> </li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li>• Brief description of action plan outcomes from the previous APR report</li> </ul>		
<p>2. Credentials (degrees – major/minor, certificate) Descriptions and Student Learning Outcomes: Assessment and Improvement:</p>		
<ul style="list-style-type: none"> <li>• Undergraduate majors and minors</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>1. Brief description of each major and minor</li> </ul> </li> </ul>	Catalog	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>2. Summary of WeaveOnline reports</li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>a. Student Learning Outcomes</li> </ul> </li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>b. Curriculum maps for each major</li> </ul> </li> </ul> </li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>c. Brief description of assessment methods</li> </ul> </li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>d. Actions taken and improvements made to majors as a result of assessment, provide examples</li> </ul> </li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li>• Graduate degrees and certificates</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>1. Brief description of each degree, diploma, or certificate</li> </ul> </li> </ul>	Catalog	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>2. Summary of WeaveOnline reports</li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>e. Student Learning Outcomes</li> </ul> </li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>f. Curriculum maps for each major</li> </ul> </li> </ul> </li> </ul>		Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>g. Brief description of assessment methods</li> </ul> </li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>3. Actions taken and improvements made to majors as a result of assessment, provide examples</li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>4. Improvements to minors (if applicable)</li> </ul> </li> </ul>	Weave	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>5. Budgets associated with revenue-producing degrees including use of net revenue</li> </ul> </li> </ul>	Budget & Finance	Henry
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>6. Description of graduate assistant duties and resources (e.g., stipends)</li> </ul> </li> </ul>	Department	Chair
<p>3. Program Health</p>		
<ul style="list-style-type: none"> <li>• Library Holdings</li> </ul>	Libraries	Area Librarian
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>1. With assistance by SMU Librarians, include an assessment of holdings related to the discipline and how it compares to aspirant universities.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Research</li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>1. Actions taken and improvements made, provide examples. In particular comment on how research contributes to continuous improvement in undergraduate and graduate degrees</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Teaching</li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>1. Assessment of teaching quality (evaluations, faculty visits, student evaluations, teaching portfolios)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Faculty Development</li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>1. Faculty Development Outcomes (2-4 outcomes, e.g., mentoring, adherence to promotion and tenure guidelines, hiring practices)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>2. Brief description of assessment methods</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>3. Actions taken and improvements made, provide examples</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>Service</li> </ul>		
1. Service Expectations (e.g., committee participation, student support)	Department	Chair
2. Brief description of assessment methods		
3. Actions taken and improvements made, provide examples. In particular comment on how departmental and professional service contributes to the success of undergraduate and graduate admissions.		
<ul style="list-style-type: none"> <li>Facility &amp; Technical Resources</li> </ul>	Department	Chair
1. Briefly describe discipline specific facilities and access to shared resources for teaching and research.		
<ul style="list-style-type: none"> <li>General Education</li> </ul>	Department	Chair
1. Briefly describe contributions made to the general education of undergraduates (if relevant)		
<ul style="list-style-type: none"> <li>Continuing Education</li> </ul>	Department	Chair
1. Briefly describe contributions made to continuing education		
4. Program Direction – As you prepare to map out the program’s directions over the next seven years, keep in mind the information provided above; (a) the goals and aspirations the faculty have for the program; and (b) the resources currently available. Please frame your answers to the following questions within the context those guidelines provide. How will the answers to the questions you intend to pose to the external reviewers shape your responses to the following queries?		
<ul style="list-style-type: none"> <li>Describe the unit’s goals (e.g., changes to or enhancements of outcomes listed previously) and the plan for achieving them over the next seven years. The plan should be within the context of current university resources. The plan may reference resources that the unit will generate through its own activities.</li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li>The plan should be consistent with any previously developed unit plan, the SMU Strategic Plan and, where applicable, the school or college strategic plan. The planning report should include at least the following elements:</li> </ul>	Department	Chair
1. A description of the planning process in the unit	Department	Chair
2. Goals and strategies	Department	Chair
3. Timetable and implementation plan	Department	Chair
4. Questions the program asks the review team to give particular attention	Department	Chair
<ul style="list-style-type: none"> <li>In rare instances it may be determined that the appropriate action is to terminate a program. In that case the program plan should consist, as appropriate, of a description of how the program will be wound down including how students currently in the program will be accommodated, how tenured faculty associated with the program will be rehoused, how tenure-track faculty will be accommodated and what can be done for lecturers.</li> </ul>		
5. Appendices - Program Data (five years of data where appropriate and available):		
<ul style="list-style-type: none"> <li>Enrollments</li> </ul>	Institutional Research	Ramachandra
<ul style="list-style-type: none"> <li>Numbers of majors and minors, time to degree, placement (as available).</li> </ul>	Institutional Research	Ramachandra
<ul style="list-style-type: none"> <li>Numbers of masters, placement, revenue (as available).</li> </ul>	Institutional Research	Ramachandra
<ul style="list-style-type: none"> <li>SAT/ACT/GRE scores of admits (as available), number of publications, placement.</li> </ul>	Institutional Research	Ramachandra
<ul style="list-style-type: none"> <li>Hiring diversity.</li> </ul>	Institutional Research	Ramachandra
<ul style="list-style-type: none"> <li>Faculty size at each rank; position type.</li> </ul>	Institutional Research	Ramachandra
<ul style="list-style-type: none"> <li>External funding.</li> </ul>	Research Support	Lunt
<ul style="list-style-type: none"> <li>Alumni participation and giving.</li> </ul>	Development	Headley
<ul style="list-style-type: none"> <li>Program strategic plan, if available.</li> </ul>	Department	Chair
<ul style="list-style-type: none"> <li>Budget(s) for all programs and instructional activities</li> </ul>	Budget & Finance	Henry
<ul style="list-style-type: none"> <li>Faculty Current CVs</li> </ul>	AP Academic Affairs	Alvey/Reaves