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.

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.

### 1. Introduction:

- **Mission** (This mission should match or complement those stated in annual Institutional Effectiveness Reports)
  - Weave/Catalog Chair
- **Overview**:
  - A Brief description of the program, its strengths, distinctions, obstacles and opportunities.
  - Strengths/distinctiveness in comparison to peer and aspirant peer departments/programs
    - Department Chair
  - Obstacles to future program direction or improvement
    - Department Chair
  - Opportunities for improvements and change
    - Department Chair
  - Brief description of action plan outcomes from the previous APR report

### 2. Credentials (degrees – major/minor, certificate) Descriptions and Student Learning Outcomes: Assessment and Improvement:

#### Undergraduate majors and minors

1. Brief description of each major and minor
   - Catalog Chair
2. Summary of WeaveOnline reports
   - Weave Chair
   - a. Student Learning Outcomes
     - Weave Chair
   - b. Curriculum maps for each major
     - Department Chair
   - c. Brief description of assessment methods
     - Weave Chair
   - d. Actions taken and improvements made to majors as a result of assessment, provide examples
     - Weave Chair

#### Graduate degrees and certificates

1. Brief description of each degree, diploma, or certificate
   - Catalog Chair
2. Summary of WeaveOnline reports
   - Weave Chair
   - e. Student Learning Outcomes
     - Weave Chair
   - f. Curriculum maps for each major
     - Weave Chair
   - g. Brief description of assessment methods
     - Weave Chair
3. Actions taken and improvements made to majors as a result of assessment, provide examples
   - Weave Chair
4. Improvements to minors (if applicable)
   - Weave Chair
5. Budgets associated with revenue-producing degrees including use of net revenue
   - Budget & Finance Henry
6. Description of graduate assistant duties and resources (e.g., stipends)
   - Department Chair

### 3. Program Health

#### Library Holdings

1. With assistance by SMU Librarians, include an assessment of holdings related to the discipline and how it compares to aspirant universities.
   - Libraries Area Librarian

#### Research

1. Actions taken and improvements made, provide examples. In particular comment on how research contributes to continuous improvement in undergraduate and graduate degrees
   - Department Chair

#### Teaching

1. Assessment of teaching quality (evaluations, faculty visits, student evaluations, teaching portfolios)
   - Department Chair

#### Faculty Development

1. Faculty Development Outcomes (2-4 outcomes, e.g., mentoring, adherence to promotion and tenure guidelines, hiring practices)
   - Department Chair
2. Brief description of assessment methods
3. Actions taken and improvements made, provide examples
1. Service Expectations (e.g., committee participation, student support)  
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.

<table>
<thead>
<tr>
<th>Facility &amp; Technical Resources</th>
<th>Department</th>
<th>Chair</th>
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<tbody>
<tr>
<td>1. Briefly describe discipline specific facilities and access to shared resources for teaching and research.</td>
<td>Department</td>
<td>Chair</td>
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<thead>
<tr>
<th>General Education</th>
<th>Department</th>
<th>Chair</th>
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<tbody>
<tr>
<td>1. Briefly describe contributions made to the general education of undergraduates (if relevant)</td>
<td>Department</td>
<td>Chair</td>
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<tr>
<th>Continuing Education</th>
<th>Department</th>
<th>Chair</th>
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<tbody>
<tr>
<td>1. Briefly describe contributions made to continuing education</td>
<td>Department</td>
<td>Chair</td>
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**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?

- 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.
- 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:
  1. A description of the planning process in the unit
  2. Goals and strategies
  3. Timetable and implementation plan
  4. Questions the program asks the review team to give particular attention
- 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.

<table>
<thead>
<tr>
<th>5. Appendices - Program Data (five years of data where appropriate and available):</th>
<th>Institutional Research</th>
<th>Ramachandra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollments</td>
<td>Numbers of majors and minors, time to degree, placement (as available).</td>
<td>Numbers of masters, placement, revenue (as available).</td>
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<tr>
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<td>Hiring diversity.</td>
<td>Faculty size at each rank; position type.</td>
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<td>Alumni participation and giving.</td>
<td>Program strategic plan, if available.</td>
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<td>Faculty Current CVs</td>
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Office of Institutional Planning Effectiveness  
08.01.18