SMU

Southern Methodist University
Academic Program Review: Program Self-Study Template
(This template may be modified to suit the particular composition of a program).

Mission Statement: *The purpose of Academic Program Review is to evaluate an academic program's strengths, weaknesses, and opportunities, to review its alignment with and contribution to SMU's Strategic goals and learning, and to support the program's efforts to practice responsible fiscal stewardship.*

Academic program reviews (APRs) are comprehensive reviews of an academic program that occur every seven to ten years. An academic program is defined as a credit-bearing credential, including certificates and degrees. The focus of the APR is the academic program, but for purposes of organization, the APR process works through the department or unit that delivers each academic program, and all academic programs delivered by a given department or unit will be reviewed at the same time. The APR involves both a self-study conducted by the faculty and staff of the department delivering the program, and an on-site review conducted by expert, external evaluators. The end result is a memo from the Provost to the Dean of the College or School in which the program is housed detailing the success and strengths of the program and outlining a discrete number of opportunities for improvement.

Both the self-study and the external review are supported by university-provided data about enrollments, time to graduation, employment outcomes for students, program learning outcomes, assessments of student learning, faculty productivity, and other measures relevant to the teaching and research activity of an academic program. A central component of the review process is the on-site review, during which external evaluators meet and speak with all faculty and staff in the academic program, as well as students in the program, and any other key stakeholders. The purpose of the APR is to present, to academic program, the Provost and the Dean, a clear picture of the mission, goals, and outcomes for a given academic program, as well as the strengths, weaknesses, opportunities, and threats that exist for that program.

For departments, the APR process offers an opportunity to reflect on the academic composition, goals, successes, and challenges of the program while evaluating the goals and the future direction of that program. It also provides an opportunity for getting expert advice on opportunities for improvements and finding efficiencies. The APR process also offers the opportunity to convey to senior Academic Leadership at SMU both the successes of a program and the challenges it faces. While resources are not allocated directly as the result of an APR, findings from the APR could be used as supporting evidence for resources through the SMU budget request process.

For the university, the APR is an opportunity for a detailed look at each academic program, its contributions to the overall university mission and strategic goals, its strengths, its challenges, and the opportunities to help the program continue to advance. It also offers an opportunity to review the student learning outcomes and assessments of student learning in the program.

During the APR process, external reviewers will read the program self-study, will review institutional data for the program, and will interview faculty, staff, and students from the program. The review team will then write a summary APR report that includes recommendations for improvements. The APR evaluators report will be provided to the Deans, Vice Presidents, and the Provost to assist them in strategic decision making. Upon receipt of the APR Evaluator's report, the Provost will draft a summary memo to the Dean of the school in which the program resides summarizing finds and detailing actions toward improvement. The memo will request action and follow-up by the program within a specific timeframe (typically one year).

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 in writing the self-study, the Office of Institutional Planning and Effectiveness will work with academic and administrative support offices to generate ample supporting data and share this with academic programs.

DEPARTMENT AND PROGRAM SELF STUDY: TABLE OF CONTENTS
Please make sure there is a table of contents attached to your self-study that mirrors the Table of Contents below; please include page numbers for each section.

1. **INTRODUCTION AND CONTEXT**
   1.1 Provide a brief overview of the department, the academic programs offered, faculty, staff, and students. For each program, describe the strengths, distinctions, obstacles, and opportunities. Be explicit in addressing the following:

   - Strengths/ successes of each program
   - Challenges each program or the department has faced or currently faces
   - Obstacles or barriers to program continuity and/ or improvement
   - Opportunities for improvements and change, including the anticipated timeline for such improvements

   1.2 Please describe any actions taken or improvements made following recommendations from a previous Academic Program Review.

   Please attach any relevant evidence to support the overview of the program and department.

2. **MISSION & GOALS**
   2.1 What are the program's mission and goals? If this is a department with multiple programs, please give the mission and goals for each program.
   2.2 How does the mission of the program or programs support the SMU institutional mission and strategic plan goals?
   2.3 What distinguishes the program or programs with respect to national and international competitor programs?
   2.4 How does the program or how do the programs contribute to the city of Dallas or the North Texas region?
   2.5 When was the last revision of the program's mission and goals? What prompted this revision? What changes were made, and why?

   Please attach any relevant evidence to support the evaluation of the program mission and goals.

3. **PROGRAM OUTCOMES**
   Please provide an overview and reflection on the student learning outcomes for each program.
   3.1 What are the learning outcomes for each program?
   3.2 How do these outcomes align with the institutional mission and strategic goals?
   3.3 Please explain the appropriateness of these learning outcomes relative to the discipline or field.
   3.4 How does the program or how do the programs contribute to the city of Dallas or the North Texas region?
   3.5 When was the last revision of the program's mission and goals? What prompted this revision? What changes were made, and why?

   Please attach any relevant evidence to support the evaluation of the program outcomes or revisions of those outcomes.

4. **PROGRAM CURRICULUM**
   4.1 Provide a brief overview of the curriculum for each academic program along with the rationale for the structure of the curriculum.   In your overview address the following:

   - Strengths/ coherence of the curriculum
   - Marketable skills delivered by the curriculum
   - Innovations of the curriculum to make sure it is cutting edge
   - Opportunities for student research (graduate and undergraduate)
   - Co-curricular opportunities (beyond research)
   - Contributions to SMU's Common Curriculum (for undergraduate programs)

   4.2 Please describe research opportunities for undergraduates and graduate students in each program.
   4.3 Please describe other high impact practices in each program (i.e. study abroad opportunities, internships, community engagement or public service opportunities).
   4.4 Please describe any partnerships or collaborations that support each program.
   4.5 Please include a comparison of the program's curriculum to that of peer and aspirational peer programs.
   4.6 Please describe any special uses of technology or special innovations in the curriculum.
   4.7 Please describe any recent curriculum design or innovation activities undertaken by the department.
   4.8 Please describe the department or unit's process for reviewing, evaluating, and updating the curriculum.
   4.9 Please describe the findings and follow-up from the most recent of previous Academic Program Reviews.

   Please attach any relevant evidence to support the development and/or evaluation of the program curriculum.

5. **PROGRAM ASSESSMENT**
   5.1 Provide a brief overview of and reflection on assessment of your academic programs.
   5.2 Please provide an overview of the assessment plan for each academic program, including the assessment methods and tools used to conduct assessment.
   5.3 Please provide an overview of your learning assessment reports from the past 3-5 years.
   5.4 Please offer a reflection and analysis of demonstrated levels of student achievement relative to expected student achievement.
   5.5 Please describe and reflect on the mechanisms your department or program uses to review and discuss assessment results and to identify potential improvements, based on analysis of the results.
   5.6 Please describe any improvements made to your programs over the past 3-5 years that were the direct result of the analysis of the assessment results.

   Please attach any relevant evidence to support the assessment and review of your academic programs.

6. **STUDENTS**
   6.1 Provide a brief overview of and reflection on your students including admissions trends, student quality, the student experience, and student success.

   Admissions and Enrollment
   6.2 Please provide a summary and overview of eligible applications received over the past five years (for graduate programs only).
   6.3 Please provide a summary and overview of offers of admission made over the past five years (for graduate programs only).
   6.4 Please provide a summary and overview of student yield and enrollments over the past five years.

Student Experience
6.5   Please provide a summary and overview of the financial support offered to students over the past five years (for graduate programs only).
6.6   Please provide a summary and overview of the student support services and resources offered to students.
6.7   Please provide a summary and overview of the program oversight supervision policy and practices.
6.8   Please provide a summary and overview of any student teaching or research assistantship programs offered by the department or unit (for graduate programs only).
6.9   Please provide a summary and overview of professional development opportunities available to students.
6.10 Please provide a summary and overview of student retention over the past five years.
6.11 Please provide a summary and overview of student feedback received over the past five years.

Student Success
6.12 Please provide a summary and overview of student success in your programs over the past five years. Include the following:

- Trend analysis of student graduation rates for each program
- Trend analysis of student time to degree for each program
- Trend analysis of student employment outcomes for each program

6.13 Please provide a summary and overview of student publications over the past five years.
6.14 Please provide a summary and overview of curriculum structure and strategies to support on-time program completion.
6.15 Please provide a summary and overview of alumni engagement in support of student success.

Please attach any relevant evidence to support the assessment and review of students, the student experience, and student success.

7.   **FACULTY**
   7.1   Provide a brief overview of and reflection on faculty composition, teaching, and research.

Faculty Composition and Policies
   7.2   Please provide a chart or list detailing each faculty member's teaching load, including any course releases, along with an explanation and justification.
   7.3   Please detail your policy for assigning teaching, including the policy governing reductions or increases in teaching load and/or granting release.
   7.4   Please detail your policy for assigning mentoring and thesis supervision and support.
   7.5   Please detail current faculty capacity for mentoring and thesis supervision.
   7.6   Please detail current adjunct faculty, including teaching assignments per faculty member.
   7.7   Please detail current recruitment and promotion policies (include policies for teaching and professional and tenure-line faculty).

Faculty Teaching and Service
   7.8   Please provide an overview and reflection of faculty/student ratios.
   7.9   Please provide an overview and reflection of instructional effectiveness in your academic programs.
   7.10 Please provide an overview and reflection on faculty service activities.

Faculty Development
   7.11 Please provide an overview and reflection of your faculty mentoring process and strategy.
   7.12 Please provide an overview and reflection of your faculty teaching development program or

strategy.

7.13 Please provide an overview and reflection of your faculty research development program or strategy.

Faculty Research and Scholarly Activities:

7.14 Please provide a detailed overview of faculty publications, research and scholarly and/or creative activities.

7.15 Please provide a reflection on faculty research, scholarly and/or creative activities.

Please attach any relevant evidence to support the assessment and review of faculty, faculty teaching, faculty service, and faculty research and creative activities.

8. RESOURCES

8.1 Provide a brief overview of and reflection on department and program resources.

8.2 Please provide a detailed overview of library resources.

8.3 Please provide a detailed overview of instructional resources.

8.4 Please provide a detailed overview of facilities and equipment.

8.5 Please provide a detailed overview of assigned academic, office, and lab space.

8.6 Please provide a detailed overview of leadership.

8.7 Please provide a detailed overview of assigned faculty and faculty lines.

8.8 Please provide a detailed overview of staff and administrative support.

8.9 Please provide a detailed overview of scholarships and student support funding.

8.10 Please provide a detailed overview of collaborations with other units.

8.11 Please provide a detailed overview of external research funding.

8.12 Please provide a detailed overview of internal support for faculty scholarly activities.

8.13 Please provide a detailed overview of current unmet program needs.

Please attach any relevant evidence to support the assessment and review of departmental and program resources.

APPENDICES

The following is a list of the types of supporting data/ information that is provided to departments/programs in support of the Academic Program Review Process as well as the unit responsible for providing this information. Departments/ Programs need not request this information, as it will be provided to them directly.

DATA OR SUPPORTING INFORMATION	OFFICE RESPONSIBLE FOR PROVIDING DATA
• Enrollments	University Decision Support
• Numbers of majors and minors, time to degree, placement (as available).	University Decision Support
• Numbers of masters, placement, revenue (as available).	University Decision Support
• SAT/ACT/GRE scores of admits (as available), number of publications, placement.	University Decision Support
• Hiring diversity.	University Decision Support
• Faculty size at each rank; position type.	University Decision Support
• External funding.	Office of Research
• Program strategic plan, if available.	Department/Program

• Budget(s) for all programs and instructional activies	College or School Financial Officer
• Faculty Current CVs	Institutional Planning and Effectiveness