CRITERIA FOR ACADEMIC PROGRAM REVIEW (APR)

All responses to prompts are expected to consider the data in the Program Review Dashboards posted by University Analytics and Planning - Academic Program Review. Use your UND information (e.g., firstname.lastname@ndus.edu) to log in.

Please review your most recent assessment plan. The Chair should have access to this in Taskstream and should be able to provide a copy to you. If your most recent assessment plan is not submitted in Taskstream, please ask the Chair to submit the annual report in Taskstream.

Program Review Prompts

Criterion 1. Introduction to Department and Program

Using the Academic Program Review dashboard data, please complete the following information:

The <Program/Degree granted> is administered by the Department of <Name of Department>, in the College of <Name>. There are <Number> full-time and <number> part-time faculty members in the Department. <Number> faculty in the Department contribute to this program. Enrollment in this program has been <increasing/steady/decreasing> over the past five years with a current enrollment of <number> primary majors. Over the past five years, <number> degrees have been conferred. <Percentage> of first-time, full-time and transfer students in the <year> cohort graduated in four years, and <percentage> graduated in six years. The program houses the following certificates <list certificate name(s) and current enrollment>.

Criterion 2. Program Goals & Curriculum

The program should have a stated mission and learning goals for each program on their assessment plan (see link above) and demonstrate how the goals align with the vision and mission of the program and with the strategic priorities of the college and university (differentiate by program where appropriate). The program should demonstrate the relevance and impact of the curriculum associated with the program. Responses to each prompt should be direct, specific, and as brief as possible.

2A. What are the program’s major successes in achieving its goals since the last APR?
2B. Summarize significant curricular actions taken as a result of the previous APR.
2C. Briefly describe if and how the program’s curriculum and requirements have responded to changes in the discipline and employment outcomes.
2D. How many certificates do you have as part of this program? What are they? How many students are enrolled?

2E. Briefly describe how any certificates housed within the program contribute to the student learning outcomes or employment prospects for students enrolled in your program.

Criterion 3. Teaching and Learning: Continuous Improvement

The program should demonstrate that it supports innovative and creative teaching and learning, assesses student learning, and uses assessment to make program improvements. In this section, the program should reference and provide evidence of the program’s assessment plan(s) and annual program assessment records/reports. (Differentiate for each undergraduate and graduate degree/certificate program and concentration offered by the program.)

3A. Briefly describe how faculty in your program use innovative and creative teaching and learning activities and how these activities support desired learning outcomes and student professional development.

3B. Consider the program’s current mix of online, hybrid, and traditional classroom modes of instructional/degree delivery. Briefly describe how the current program’s delivery methods meet student and/or market demand. Also, describe if there is any evidence of unmet demand (e.g. declining enrollment; student inquiries about the availability of online degree delivery of your traditional on campus degree(s)).

Criterion 4. Students

The program should have appropriate processes in place to recruit, retain, and graduate students in a timely manner. Some questions are appropriate for graduate programs only. Please use the data provided in UAP Program Review Dashboards to inform responses to these questions.

4A. Review and analyze the program data over the past five years. Based on this data, is the program operating at capacity (i.e., does your program have as many students/enrollment as it can handle)? If the program is not at capacity, identify and evaluate program strategies for recruitment and retention, including any existing barriers that hamper recruitment and retention of students.

4B. Evaluate the success of graduates of the program by assessing the research and professional development opportunities or training your program offers. Does your program track where graduates are typically placed in the workforce, or in graduate/professional programs? If yes, how do these opportunities/training align with successful graduate outcomes? If no, what methods might your program employ to measure the success of graduates?

4C. Describe the program’s efforts to graduate undergraduate and graduate students in a timely fashion. Do these efforts align with best practices in your discipline and/or undergraduate/graduate education more broadly? How do these efforts compare to those of your competitors, whether regionally, nationally, or internationally?

4D. For graduate programs only: Using number of graduate students funded by tuition waivers and amount of funding, and any other relevant department data, describe the rationale your program uses to distribute funding to graduate students. (For example, what percentage of available funding goes to Master’s students versus PhD and why? How does
the current allocation of funding align with the program’s and/or college’s goals? How does it align with UND’s strategic plan goals?) Does (or could) your program attract paying graduate students? If so, what is the mix of funded versus non-funded students? What is the degree of growth potential in each population?

4E. For graduate programs only: Examine admissions criteria and how these criteria affect the kinds of applicants and admits typical to each program. Describe how the program identifies and recruits its most talented graduate students, as well as how you recruit locally, regionally, nationally, internationally. Describe any specific efforts to recruit underrepresented students.

Criterion 5. Resources. Research and Planning

The program is efficient and sufficiently resourced to carry out its mission and achieve its goals.

5A. Consider the program’s budget, including support received from the institution as well as external funding sources, and any budgetary changes that may have occurred over the past five years. Evaluate any budgetary efficiencies or reallocation efforts undertaken within the program and the effects of those efforts on the program’s ability to meet its expectations and goals. Does potential exist for further external and/or donor funding opportunities? See Chair for current balances of alumni funds.

5B. Using data pulled from Digital Measures (see Chair for data/reports) and any relevant additional program data (please attach to submission if supplying additional data)—briefly describe how the programs’ faculty members’ research and scholarly activity directly enhances undergraduate and graduate education. Also, briefly describe how graduate students enhance the research productivity of program faculty.

Criterion 6. Future Directions

The program engages in prioritization in order to achieve its mission and vision and align with the strategic priorities of UND.

6A. Provide a specific list of prioritized actions for continued program development and improvement and a reasonable timeline for implementation. If these actions were carried out, how would that affect program quality and outcomes over the next 5 years?

External Review Report (optional)
An external review team may provide feedback to the department chair and/or Dean. This report will be given to the Dean or Review Team Leader directly.

College/School Review Team Report

1. Does the information provided in the responses demonstrate that the program’s direction is in alignment with the College/School goals? Please explain.

2. Assess the strengths of the program on the basis of the data and responses provided. What are some examples of what the program is doing really well?

3. Assess areas for improvement of the program on the basis of the data and responses provided.
4. Make recommendations for future actions of the program that will help them move toward or achieve their stated goals. Are there things that the program no longer needs to do? Are there things they should be doing they currently are not?

5. Provide any additional feedback or information the College Review Team deems relevant to the program review.

Program Rejoinder (optional)
Optional rejoinder response submitted by Program Review Leader. The rejoinder might be a point of clarification, disagreement, or further elaboration. The Rejoinder can be uploaded into Taskstream.

Dean’s Summary Report
Please provide your evaluation of the academic program under review with respect to its strengths, weaknesses, goals, and action steps; in doing so, please consider both the Program Review itself and the College Review Team's evaluation.

VPAA Summary Report
Following APR meeting, VPAA Final Report will be submitted in Taskstream. This report is a summary of findings and identification of action steps for the future.