

GRADUATE COUNCIL
COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES
GRADUATE PROGRAM REVIEW PROCEDURES
Program Self Study Instructions

Purpose & Intent

Graduate program review serves to maintain a peer review process of graduate program quality, sustainability, and strategic needs. Graduate Council may use the reports to offer constructive recommendations for program improvement and to advocate for programs based upon information provided by the program.

The Program Self Study & Format

Programs should use the “Program Review Self Study Template.docx” as a template. Please retain the outline and formatting of the template. The template contains [items within brackets] which should be replaced with information from your program. For example [Department] would be replaced with Department of Electrical and Computer Engineering Technology for a self study within the ECET department.

For disciplines that offer multiple overlapping degree programs, a combined report may be submitted, as long as the unique needs and contributions of each program are clearly articulated within the report.

Cover Page

Each report will include a standard cover page that includes the name of the department, program(s) included in the report, information about any external accreditation, modes of delivery, standard degree completion times, and contact information for the person completing the report.

Quantitative Metrics

All programs will be evaluated according to the following metrics:

1. Student Outcomes Assessment Reports and Student Success reports. *The previous five years of reports and feedback rubrics will be available to the program review subcommittee; they do not need to be included in the report.*
2. Annual enrollments for a 5-year period (*can be supplied by the program or produced by institutional research at the program’s request*)
 - a. Total enrollment
 - b. New enrollments
 - c. Full-time enrollment
 - d. Part-time enrollment
 - e. Degrees conferred
 - f. Average time to completion
3. Program-selected metrics of quality and sustainability (*supplied by the program*). These should be outcomes of importance to the program, reflective of quality metrics that are valued by the professional discipline. May include but are not limited to:
 - Student scholarly contributions (e.g., professional presentations, publications, grants)
 - Completer success (e.g., satisfaction, employment rates, licensure/certification rates)
 - Evidence of demand or profitability (e.g., applications, yield, tuition/revenue generation)

- Evidence of faculty and/or student contributions to the discipline and/or ISU community

Qualitative Narrative

Programs are required to draft a qualitative narrative that summarizes and contextualizes the quantitative data and presents any additional information related to x areas of program quality and sustainability. The qualitative narrative should not exceed 3 pages per program; many programs are able to provide a sufficient narrative within 1 page.

Program Quality

In this section, programs should summarize program quality metrics, including data from multiple indicators of student outcomes and external accreditations, if applicable. Programs should also contextualize these metrics in terms of relevant considerations (e.g., curricular changes, strategic efforts already underway).

Program Sustainability

In this section, programs should discuss the vitality and sustainability of the program, including discussion of metrics such as student enrollments and degrees conferred. Programs should also contextualize these metrics in terms of relevant considerations (e.g., faculty sufficiency, accreditation requirements, strategic efforts already underway).

Contributions to the Institution

In this section, programs should summarize how their students and faculty contribute to the mission of the university through teaching, scholarship, and service to the institution and the community.

Contributions to the Discipline

In this section, programs should discuss contributions of the students and faculty to the discipline. This may include professional service contributions as well as student post-graduation outcomes that address needs within the field.

Strategic Directions and Needs

In this section, programs should comment on:

- Areas of potential concern and how these will be addressed over the next five years
- Strategic goals for improvement over the next five years
- Critical resource needs to support the programs' efforts over the next five years

Supplementary Information

Up to five pages of supplementary materials may be included at the program's discretion. This is not required and should be included only if the program feels it is important for a thorough explanation of the provided narrative. If additional supplementary information is attached, a brief description of each attached file should be included.

Steps & General Timeline

Notification of Program Review. No later than April 15, The Dean of the College of Graduate and Professional Studies (CGPS) will contact all programs with a scheduled review for the subsequent year. A five-year rotation is followed. In the first four years of the cycle, programs are reviewed and receive

feedback. In the 5th year, the program review procedures are reviewed and revised as needed according to the needs of the Graduate Council and the University. All new programs will be reviewed four years after approval by the Indiana Commission on Higher Education. This review may happen outside of the normal five-year schedule and will replace a future scheduled report, if the normal rotation would require another review in two or fewer years.

- 2022-2023 – College of Arts and Sciences
- 2023-2024 – Scott College of Business and Bayh College of Education
- 2024-2025 – College of Health and Human Services
- 2025-2026 – College of Technology
- 2026-2027 – Review and revision

Notification of Review for “New” Programs. The Dean of the College of Graduate and Professional Studies will contact departments in the prior semester.

Deadlines. Departmental reports will be submitted to the College Dean or designated representative by November 1 or next business day and to the CGPS Dean for distribution to the Graduate Council subcommittee for Program Review by no later than December 1 or next business day.

Committee Review & Feedback. All program reports will be reviewed by the Graduate Council subcommittee for Program Review. The Program Review subcommittee will assess the report and provide feedback to the academic program, Graduate Council, CGPS Dean, and Dean of the home College based on a rubric that addresses the program’s

- Quality
- Sustainability
- Contributions to the University
- Contributions to the Discipline

Additional comments may be offered regarding program strengths, needs, and recommendations.

Programs with Identified Areas of Concern. For those programs with areas of potential concern, a secondary program review may be initiated in consultation with the department, program faculty, the CGPS Dean, the Dean of the home College, and Academic Affairs. As part of any secondary review process, programs will be encouraged to develop a formal response and an action plan that addresses the areas of concern. All responses and action plans will be shared with Graduate Council.