ACADEMIC PROGRAM REVIEW
Fairmont State Board of Governors

☐ **Program with Special Accreditation** ☐ **Program without Special Accreditation**

Date Submitted_____

Degree Program_____

INSTITUTIONAL RECOMMENDATION Approved by the Board of Governors (§ 5.2.8)

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:

_____1. Continuation of the program at the current level of activity;

_____2. Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);

_____3. Identification of the program for further development (for example, providing additional institutional commitment);

_____4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;

_____5. Discontinuation of the Program

Rationale for Recommendation:

_____   _____
Signature of person preparing report: **Date**

_____   _____
Signature of Dean   **Date**

_____   _____
Signature of Provost and Vice President for Academic Affairs: **Date**

_____   _____
Signature of President: **Date**

_____   _____
Signature of Chair, Board of Governors: **Date**

Executive Summary for Program Review

(not to be more than 2-3 pages)

Degree Program:	
College or School/Department:	
Chair/Program Coordinator	
External Reviewer:	
Reviewer Email:	

A. Synopses of significant findings, including findings of external review (include the external reviewer(s) information).

B. Plans for program improvement, including timeline

C. Identify weaknesses or deficiencies from the previous review and describe how these have been addressed.

D. Five-year trend data on graduates and majors enrolled (Data will be provided by the Director of Institutional Research and Effectiveness).

AY	*Enrollment	**Degree Awarded	HEPC Series 10 Productivity Standards Programs are required to meet at least one of the indicators listed below.		
2020-21					
2019-20					
2018-19			Average of Five Most Recent Years		
2017-18			Degree Level	*Enrollment	**Degree Awarded
2016-17			Baccalaureate		
5-YR AVG			Masters		
* Official fall end of term headcount					
** IPEDS Graduation data (July 1 - June 30)					

E. Summary of assessment model and how results are used for program improvement (A full Assessment Report is in TaskStream and can be downloaded or viewed by academic year for summation).

F. Data on student placement (e.g., number of students employed in positions related to the field of study or pursuing advanced degrees).

Academic PROGRAM REVIEW

FAIRMONT STATE UNIVERSITY	
Degree Program:	
College or School/Department:	
Chair/Program Coordinator:	
Date:	

CONSISTENCY WITH MISSION (§ 4.1.1)

Explain how the degree program (including related degree concentrations) is consistent with the University mission. Identify the relationship of this program to other programs at the institution, especially in terms of mutual support (e.g., shared faculty, shared facilities, shared course requirements for external program accreditation).

VIABILITY (§ 4.1.7)

Provide enrollment information based on 5-years of data. Provide detailed enrollment data in Appendix A in chart format (e.g., course title, course delivery, semester offering).

Enrollment Data	
Applicants (# applied, number admitted and enrolled)	IESO supplied report for calculating
Program Graduates	IESO supplied report for calculating
Enrollment in program courses	IESO supplied report for calculating
Success rates of program courses	IESO supplied report for calculating
Success rates of service courses	IESO supplied report for calculating
Enrollment and success rates for online/offsite courses (if applicable)	IESO supplied report for calculating
Cost/Student credit hour	

Note: The Director of Institutional Research and Effectiveness will supply each program with the 5-year enrollment data to complete their program assessment. Data will be available no later than **September 30th**. Requests for additional program data other than what is automatically supplied, must be submitted to the Director of Institutional Research and Effectiveness by **September 15th.** The assessment report will be provided to programs by **October 30th** (These dates will change as the IESO webpage with data dashboards is completed).

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ADEQUACY (§ 4.2.4.2)

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The purpose of this section is to assess the quality of the program, including the preparation and performance of faculty and students, and the adequacy of facilities.

Curriculum

A. National Standards: Is the academic program aligned with national standards? If no, explain why.
B. Provide a summary of degree requirements. Include the following information:
    - Program Description (include mission, purpose, goals of the program).
    - Degree Program Requirements (provide a link to the Fairmont State Catalog page(s) that contain the current degree requirements for the degree program and concentrations within the program).
C. Comment on significant features of the curriculum.

Assessment

A. Provide the degree programs assessment plan and evidence of assessment since the last program review.
    o Identify student learning outcomes for the program (TaskStream).
    o Assessment plan and map: How do you assess student learning outcomes (SLOs)? (TaskStream).
    o Outcomes and continuous improvement measures: Based on the assessment of each SLO was the target met? Describe current SLO assessment measures needing improvement (TaskStream). Identify actions for improvement.
    o Assessment timelines (TaskStream).
B. Provide a brief summary of the most relevant assessment findings from the five-year review cycle.

Students

A. Graduation rates (IESO supplied report for calculating).
B. Identify high D/F/W courses for the program and if action will (or has been) taken to address these courses (IESO supplied report for calculating).
C. Provide a brief summary on any relevant trends in the graduation data for the program over the past cycle. If those trends are negative, include what actions, if any, the program will take to address those trends. Be sure to reference the provided data, where relevant.
D. Provide a synopsis of the success of students in the program (e.g., student research, conference presentations, performances, exhibitions, awards).

Faculty Contributions and Productivity

A. Faculty profile information: Number and classification of faculty, including full/part-time, tenure/non-tenure track, rank, total number of faculty, gender and ethnicity. (Appendix B)
B. Faculty credential information (Appendix C)
C. Does the program have the adequate faculty needed to meet the mission of the program (teaching, scholarship, service)?
D. How have teaching evaluations been used for program improvement?
E. What faculty development opportunities are needed?

Resources

    A. Financial Resources
    B. Physical Facilities and Equipment: Provide a summary of the current facilities (classrooms, offices, labs, library) and equipment (laboratory and instructional equipment, technology, library holdings).
    C. Current Faculty Ratios
        a. Ratio of Full-Time to Part-Time Faculty
        b. Are the numbers of faculty and staff sufficient to meet students' needs in order for them to be successful? If no, explain additional faculty/staff needed and identify Action Plan(s) for improvement.
    D. Is the department able to deliver effective teaching-learning environments with the available resources? Do the existing resources support effective teaching? What additional resources does the department need in order to support the program?

NECESSITY (§ 5.5.3)

The purpose of this section is to determine whether the program is necessary for the institutional service region, and whether the program is needed by society (as indicated by current employment opportunities, evidence of future need, rate of placement of program graduates).

External Program Demand

    A. Graduate Placement Data (Optional; if available)
    B. Success of Graduates (Optional; if available)
    C. Similar Program in WV (provide a statement of listing other institutions in West Virginia and the geographical region that offer similar programs).
    D. Labor Market Projections (include current employment opportunities for program graduates within and beyond the geographical service region).

PROGRAM REVIEW REFLECTION

Response to Previous Recommendations: Provide a brief narrative that addresses the previous program review recommendations and the measures taken to address previous program deficiencies.

Current Program Reflection: Provide a brief narrative that addresses at least three things you learned about your program as a result of engaging in the program self-study.

Action Plan for Improvement: Describe an action plan that includes recommendations for improving the academic program.

APPENDIX A
Program Courses, Enrollment, and Credit Hours (Suggested Format)

Course Number	Course Title	Credit Hours	Delivery Mode			Enrollment														
			Traditional	Online	Hybrid	Year 1			Year 2			Year 3			Year 4			Year 5		
						Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer

APPENDIX B: FACULTY PROFILE

Name	Rank	Tenure Status	Highest Degree	Gender I.D.	Race	Program

Rank (Assistant/Associate/Full Professor, Instructor, Adjunct, Temporary faculty)

Tenure Status (Tenured, Tenure Track, Non-tenure)

Highest Degree (Ph.D., J.D. Ed.D., M.B.A. M.S.)

Gender Identification (Male/Female, TransMale/TransFemale)

Race (White/Caucasion; Black/African American; Korean)

Program (B.A. English; B.S. Psychology; M.A.T.)

APPENDIX C: FACULTY CREDENTIALS

Provide the information below for each program faculty member – full-time and adjunct.

Faculty Name:	
Faculty Rank (full-time, instructor, adjunct)	
Highest Degree Earned:	
Date Degree Received:	
Degree Conferred by:	
Area of Specialization:	
Professional certification or licensure:	
Years of employment at Fairmont State:	
Years of employment in higher education:	

1. List the courses you are currently teaching and have taught over the past 3 academic years.

2. If your degree is not in the area you are currently teaching, please explain:

3. Publications in the last five years.

4. Presentations/Performances in the last five years:

5. Participation in professional organizations, workshops, meetings in the last five years.

6. Research grants over the last five years.

7. Honors/Recognition received in the last five years.

8. Activities of the last five years which have contributed to effective teaching and/or program development (e.g., new course development, new credential, accreditation report author).

9. Other activities over the last five years that have contributed to professional service or scholarship (e.g., journal editor, special project consultation).