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| --- | --- | --- |
|  | **Academic Program Review**  **Graduate Program Self-study** | |
| **CIP Code being reviewed** | |  |
| **Program College** | |  |
| **Program Department** | |  |
| **Primary Contact** | |  |
| **Primary Contact Email** | |  |
| **Program Coordinator (if different)** | |  |

List the degree program(s) being reviewed, including their concentrations, tracks, or specializations and certificate programs:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree Title** | **Degree Level** | **Degree Type** | **Credit Hours** |
|  |  |  |  |
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The following two items must also be included in an appendix to this document:

* Sequenced course of study for all majors, concentrations, or areas of emphasis within the program
* A one- or two-sentence description of each required or elective course in the program

**SECTION 1: ACADEMIC PROGRAM OVERVIEW/CURRICULUM DESCRIPTION**

Please provide a response for **each academic program, by level**, under review.

Responses for section 1 based on information from the department and Academic Catalog:

* + Graduate: <https://catalog.usf.edu/content.php?catoid=12&navoid=1384>
  1. Provide a brief overview of the mission(s) and purpose(s) of the degree program(s) within the context of the university mission and the Board of Governors’ Strategic Plan. Describe the aspects of the curriculum that make the program distinctive.

1.2 Summarize the major changes in the program since the last program review was conducted (or originally approved, if new) and the rationale for those changes, identifying changes that were inspired by employer needs. Reflect on any curricular changes affecting the program such as course sequencing and/or bottlenecks, and identify any potential future need for curricular or other programmatic change.

* + From Department
  + If new, refer to degree proposal: <https://academicplanning.usf.edu/curriculum/tracking.php>

1.3 Describe the modalities by which the program is offered, including the proportion of the program available through online learning.

* Information provided by Department.
* If no online offerings, state that the program is not offered online.
  1. List all instructional sites (teaching site located geographically apart from the main campuses)

where any portion of the program is available via face-to-face instruction (if applicable). If the program is offered on multiple campuses, describe how coordination of the program is structured at each campus.

* + From Department.
  1. List competing programs within the Florida SUS. For the Florida SUS, use this link <https://prod.flbog.net:4445/pls/apex/f?p=136:45:0::NO:::>
  2. Describe the structure for student advising for the academic program(s) including who is responsible for providing advising.
* From Department/College

***Graduate Self-Study Only***

* 1. Identify all required (e.g., core) courses for the program and describe the typical rotation in which each is offered (e.g., one section every fall term), noting any point during the past three years when the standard rotation was not followed and why. Academic Catalog. Graduate: <https://catalog.usf.edu/content.php?catoid=12&navoid=1384>
  2. Describe the national reputation or recognition of the program and list the sources of the reputation or ranking indices (**USF Strategic Plan Objective 2C**).

Provided by Department

**SECTION 2: DEMAND FOR THE PROGRAM**

Reference Burning Glass data or data sources below:

* [Bureau of Labor Statistics](http://www.bls.gov/)
* [Occupational Outlook Handbook](http://www.bls.gov/ooh/)
* [O\*Net](http://www.onetonline.org/)
* [Employ Florida](https://www.employflorida.com/vosnet/Default.aspx)
* [Enterprise Florida](https://www.enterpriseflorida.com/)
* [Florida ExpertNet](https://expertnet.org/)
* [Florida Department of Economic Opportunity: Employment Statistics](http://www.floridajobs.org/workforce-statistics/data-center/statistical-programs/current-employment-statistics)
* [Florida Department of Economic Opportunity: Targeted Occupations List](http://www.floridajobs.org/labor-market-information/publications-and-reports/labor-market-information-reports/targeted-occupations-list)

***Industry Demand***

* 1. Briefly summarize the current state of the discipline nationally and emerging trends. Describe efforts within the department to stay abreast of trends in the field and changes made to the program in response to these trends.
  2. Provide national, state and/or local data that support the continuing need for more people to be prepared in this program at this level. (*NOTE: Use data from reliable sources, e.g., US Department of Labor statistics, Burning Glass, or MyFloridaFuture results from the Office of Decision Support’s Post-Graduation Outcomes Hub at* <https://usfweb.usf.edu/ODS/Secure/Outcomes/OutcomesHub.aspx>)
     1. Indicate whether an industry or employer advisory council exists to provide input for curriculum development, student assessment, and academic-workforce alignment. If an advisory council is not already in place, describe any plans to develop one or other plans to ensure academic - workforce alignment (**USF Strategic Plan Objectives 1E and 3D**).
* Information provided by Department

***Student Demand.*** Provide evidence of current and future student demand for this academic program (**USF Strategic Plan Objective 1B**).

2.4 Based on the data supplied by ODS, discuss the characteristics of the program’s students over time. If applicable, comment on significant changes during the review period and/or areas in need of improvement.

* Number of program majors
* Mix of full and part-time students
* Mix of gender, ethnicity and nationality among enrolled students

ODS Data Table: Enrollment.

Reflect on the growth or decline in student enrollment for your program and comment on the future potential demand and the program’s ability to meet this demand.

Information provided by Department

* 1. Provide the program’s standards/criteria for admission (if applicable).

Information provided by Department

* 1. Describe the general quality of the program’s applicant pool (if applicable) and enrolled majors. Information provided by the department.
  2. Discuss the reasons why students decline admission to the program (If known). Information provided by the department.
  3. Describe current recruitment strategies & plans the program has for increasing enrollment for a diverse body of local, national, and international students. Include collaborative efforts taken with admissions & recruitment units. (**USF Strategic Plan Objective 4A**).

Information provided by the department.

**SECTION 3: STUDENT SUCCESS: TEACHING, MENTORSHIP, AND STUDENT LEARNING (USF Strategic Plan Goal 1)** System for Assessment Management: <http://usfweb.usf.edu/DSS/SAM/>

* 1. List the program(s) student learning goals/outcomes

Generated from SAM (<http://usfweb.usf.edu/DSS/SAM/>)

* 1. Summarize the results of the most recent three years of student learning outcomes assessments focusing on how well students are achieving the defined learning outcomes (**USF Strategic Plan Objective 1B**). Information provided by ODS.
  2. Describe how the results of the assessment of student learning outcomes have been used to implement program changes and pedagogical innovation (including curriculum changes) designed to improve student performance, and append any evidence in support of these changes (**USF Strategic Plan Objective 1B**). Information provided by the department.
  3. Discuss how employer- or industry-driven competencies were identified and incorporated into the curriculum, or how this might be done in the future. Describe how student learning outcomes are used to ensure that students are professionally prepared for employment in the field and/or continued graduate education. (**USF Strategic Plan Objective 3D**) Information provided by the department.
  4. Describe the extent to which the department is involved in post-doc education, including any mentorship strategies for postdoctoral students (**USF Strategic Plan Objective 2A**). Information provided by the department.

**SECTION 4: PROGRAM PRODUCTIVITY/OUTPUT (USF Strategic Plan Objective 1E)**

Responses to the following items should be based on the data provided by the Office of Decision Support or other credible sources. Please embed the data tables that you are reflecting on and note the data sources for the convenience of the external reviewer.

4.1 Discuss the productivity of the program(s) in terms of the following:

* Student credit hours generated
* Retention
* Degrees awarded - (If program was designated as having “low productivity” in the annual Program Productivity Review, include the action plan for improvement.)
* Time-to-degree (Ph.D programs)
* Ethnicity, gender, and nationality of graduates relative to all enrolled students

ODS Data Table: Student Credit Hours & Faculty Data.

ODS Reporting & Analytics Hub: <https://ods.usf.edu/>

4.2 Describe any significant student accomplishments in the following areas:

* Awards, publications, performances, etc.
* Significant scholarly and creative works and activities completed outside of regular classroom or thesis/dissertation – Include a description of the activity and venue and note whether the activities were refereed or juried.

Information provided by the department.

4.3 If applicable, provide licensure pass rates for the last three years. Include the number of students attempting and passing the exam. Information provided by the department.

4.4 Using Post-Graduation Outcomes Hub <https://usfweb.usf.edu/ODS/Secure/Outcomes/OutcomesHub.aspx> or other related data, provide information on program graduates including:

* Job placement rates (if known)
* Employer satisfaction (if known)
* Ph.D program placement (if applicable)

4.5 Reflect on student perceptions of program quality based on appropriate data sources (e.g., Graduate School Exit Survey at <https://usfweb.usf.edu/ODS/secure/Surveys/Survey_gr.aspx>, Alumni Survey, assessment results, etc.).

**SECTION 5: PROGRAM STRENGTHS AND WEAKNESSES (SWOT ANALYSIS)/PROGRAM GOALS AND CONTINUOUS QUALITY IMPROVEMENT).** Information provided by the department.

5.1 List the program’s operational/administrative objectives.

5.2 Reflect on whether the program has met the stated operational/administrative objectives.

5.3 Describe the program’s strengths in achieving its goals.

5.4 List program weaknesses in achieving its goals.

5.5 Discuss potential opportunities in the following areas:

* New ventures to increase demand or improve competitiveness
* Actions to achieve productivity gains (e.g., recruitment, non-traditional instructional delivery systems)
* Actions to improve efficiency and reduce cost
* Other opportunities

5.6 Describe program barriers, threats, and unique vulnerabilities.

5.7 List continuous quality improvement steps the program is taking to ensure the achievement of stated goals.