

NHS Annual Program Progress Report 2011 Guidelines and Timeline for ACCREDITED PROGRAMS

Report Narrative

This report is intended to support future comprehensive review by addressing progress made toward program goals. The report should be brief. Please use the following headings.

1. **Progress toward goals.** Discuss the program's progress and specific actions taken in the previous year toward accomplishing program goals. If goals have changed, please explain.
2. **Action toward Provost's Memorandum of Understanding.** *(only for those programs that have undergone comprehensive review since 2008 and have received an MOU from the Provost)*
Provide an update on the status of actions outlined in the Provost's MOU. Actions completed and addressed in previous years need not be addressed again.
3. **Steps taken to address action items mentioned in the previous Annual Progress Report discussion with the Dean.** *(electronic notes were submitted to each Unit Leader in Spring 2011) (only for those programs that submitted an annual progress report in Fall 2010)*
4. **Discussion of Program Review Institutionally-Defined Data.**
Discuss any contributing factors that might explain low performance or significant changes in the data over the past three years. See below for instructions on running the institutional data reports.
5. **Discussion of resource needs.** Briefly discuss any change in program resource needs supported by the analyses in this annual report.

Timeline

Schools/Departments provide internal deadlines for submitting the annual progress report to the Unit Leader

November 7, 2011 (Monday)

Unit Leader submits final annual progress report electronically to Ann Bentz

Spring, 2012

Unit Leader and Dean meet to discuss annual progress report

Instructions for Data Reports

Please run the program review report for your program area. The report is located in *Insight Development, University View, Testing*, scroll to the bottom and click on *Program Review*, then click on *"Program Review summary report"*. For parameters please select 2010/2011 through 2008/2009 so you will have three years worth of data. Choose your program then hit "run". If you have a graduate program, you will also need to run the two reports that begin with GR in the program review folder (discussed below).

Graduate Program Data

Two new reports have been developed and are located in Insight (Development, University View, Testing, Program Review)

- **GR_Program Review Admit GRE Report by Date Range_mmg**

This report will give the average GRE scores for regular admits, conditional admits, and provisional admits within a designated period of time. For this report, you would choose a start and stop date. It is HUGELY important that you choose the same start/stop dates each year or you will be unable to look at trends. If you want this report to be consistent with the “application report” (next bullet), you would select May 15th as the start date and May 14th as the stop date. You will need to run each year separately.

Include these data in your analysis only if they make sense for your program.

- **GR_Program Review_Application Report_mmg**

This report will give the number of completed applications per emphasis area for a given academic year which is defined as summer, fall, spring. This report will run with multiple years selected.

Data Collected by Program Area

Address known or suspected reasons for noticeable changes in the trends and how the program intends to respond to the changes.

- A. Number and percent of fulltime, part-time, and total faculty by rank and tenure
- B. Number and percent of courses delivered by adjunct faculty and teaching assistants
- C. Faculty academic credentials – number and percent with doctorate, terminal degree, master’s, etc.
- D. Number of books, creative works, juried publications, and professional presentations
- E. Awards for excellence (student, faculty, staff)
- F. Funding support for graduate students

Data Collected by the Office of Assessment

Program areas will get the satisfaction data only if a minimum of five responses were submitted.

- A. (UCLA Survey) Student Satisfaction
- B. Alumni Satisfaction
- C. Number and amount of extramural research awards (should come from OSP – recent awards will have to be added by the program)

Recommended Data

- Average entering ACT/SAT scores
- Acceptance ratios for undergraduate programs with selective admission
- Performance on licensure/certification exams
- Professional accreditation(s)
- Number and percent of faculty holding graduate faculty status
- Number and percent of students involved in service learning, civic engagement, undergraduate research and/or study abroad
- Average GPA