

NHS Annual Program Progress Report 2011

Guidelines and Timeline

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)
4. **Discussion of Program Review Institutionally-Defined Data.**

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". The download of this report may take 15-20 minutes. 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).

Discuss the **trends** that appear over the past three years for each of the following. Address known or suspected reasons for noticeable changes and how the program intends to respond to the changes.

- A. Student credit hours; upper and lower division undergraduate, graduate
- B. Student FTE
- C. Average Class Size

(NOTE: A, B, and C will be missing from the report if your program shares a course prefix with other program areas. For example, athletic training shares the SES prefix with several other program areas.

Programs that are missing this information will need to run the "Enrolled Majors Using Parameters" report to get FTE of majors and credit hours produced by majors. If logical for your program area, run the "Average Class Size Using Parameters" report although this report will consolidate by prefix.)

- D. Student demographics by race/ethnicity and gender
- E. Number and FTE of majors (undergrad, master's, doctoral)
- F. Number and type of degrees awarded
- G. Credit-bearing internships if applicable (Programs need to track and document non-credit internships, if desired, for this report)

EXAMPLE: *(identifying information has been removed)* The example at the end of this document is for a program that shares courses with other program areas. A, B, and C will be missing.

You might state:

Sections A, B, and C do not apply to this program due to the interdisciplinary nature of the course prefix.

See comments on the data sheet at the end of this document. (*Note: rather than copy/paste or redo the tables in this document, you are welcome to type your comments directly onto the data sheet itself – since the tables are in Excel, a textbox can be used to type comments*)

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.

Discuss trends for the past three years only if it makes sense for your program. For example, if most of the students submit MCAT scores rather than GRE scores, you may not get data that make sense.

- **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.

Discuss trends for the past three years.

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
5. **Discussion of Student Learning Outcomes**. Attach TracDat (or comparable) program review report or copy/paste the applicable sections of TracDat into this report.
Briefly discuss 2010/2011 applicable SLO's.
(**Explanation:** SLO's should be part of overall program goals and/or measures of quality. A plan should be in place to determine when data are collected for each SLO and in which year a review of each SLO will occur. Your plan could have the SLO reviews spread out over the entire comprehensive review period. For example, maybe one of your SLO's will not give you valuable information until you have three years worth of data. You would not report on this SLO until after you have collected the data.)
6. **Discussion of Program's Quality Measures (QM)**. Attach TracDat (or comparable) report or copy/paste the applicable sections of TracDat into this report.
Briefly discuss 2010/2011 applicable QM's.
(**Explanation:** QM's should be part of overall program goals. A plan should be in place to determine when data are collected for each QM and in which year a review of each QM will occur. Your plan could have the QM reviews spread out over the entire comprehensive review period. For example, maybe one of your QM's will not give you valuable information until you have three years worth of data. You would not report on this QM until after you have collected
7. **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

Discussion of Institutionally-Defined Data EXAMPLE ONLY

A, B, C. These sections do not apply to this program due to the interdisciplinary nature of the course prefix.

D. Student demographics by race/ethnicity and gender

The male to female ratio tends to fluctuate slightly which does not present a concern at this time especially since the ratio approaches 50/50. The minority population for this major remains above 20%, which is higher than the UNC minority ratio of 16%. The program will continue to monitor these data and will take appropriate action, if needed, in the future.

E. Number and FTE of majors (undergrad, master's, doctoral)

The increase in the number of majors to over 100 has placed our program at a student/advisor ratio of over 50/1, which places high demand on the faculty. As expected, the FTE generated by this program has increased as the number of majors increased.

F. Number and type of degrees awarded

The number of students entering this program does not represent the number of graduates due to a separate admission process. The number of students accepted into the program has increased in the past two years due to an increase in the number of applicants, which should represent an increase in degrees awarded in AY2012 and AY2013.

G. Credit-bearing internships if applicable (Programs need to track and document non-credit internships, if desired, for this report)

Not applicable

Gender

			Year		
			2009/2010	2008/2009	2007/2008
Campus	Student Level	Gender			
Main Campus	UG	FEMALE	47	51	47
		MALE	55	47	34
*TOTAL STUDENT_LEVEL UG			102	98	81
*TOTAL Main Campus			102	98	81
TOTAL			102	98	81

Ethnicity

			Year		
			2009/2010	2008/2009	2007/2008
Campus	Student Level	Minority Group			
Main Campus	UG	Minority	19	19	13
		Non-Minority	83	79	68
*TOTAL STUDENT_LEVEL UG			102	98	81
*TOTAL Main Campus			102	98	81
TOTAL			102	98	81

Majors

Campus	Student Level	Degree Level	Degree Program	Degree Program Description	Year		
					2009/2010	2008/2009	2007/2008
Main Campus	UG	Bachelor	(info removed)	(info removed)	89	0	0
			(info removed)	(info removed)	13	98	81
*TOTAL DEGREE LEVEL Bachelor					102	98	81
*TOTAL STUDENT_LEVEL UG					102	98	81
*TOTAL CAMPUS Main Campus					102	98	81
TOTAL					102	98	81

Degrees Awarded

Student Level	Degree Level	Degree Program	Degree Program Description	Year		
				2009/2010	2008/2009	2007/2008
UG	Bachelor	(info removed)	(info removed)	5	0	0
		(info removed)	(info removed)	0	9	8
*TOTAL DEGREE_NAME Bachelor				5	9	8
*TOTAL UG				5	9	8
TOTAL				5	9	8

Enrolled Majors

Degree Level	Year								
	2009/2010			2008/2009			2007/2008		
	# Students	Credit hours Produced by Majors	Student FTE Yearly	# Students	Credit hours Produced by Majors	Student FTE Yearly	# Students	Credit hours Produced by Majors	Student FTE Yearly
Bachelor	89	2,958.00	98.6	0			0		
	13	352	11.73	98	2,958.00	98.6	81	2,495.00	83.17
*TOTAL DEGREE LEVEL Bachelor	102	3,310.00	110.33	98	2,958.00	98.6	81	2,495.00	83.17