

## NHS Comprehensive Program Review 2012 Self Study Guidelines

**Biological Sciences BS and MS; Biological Education PhD  
GIDP MA Natural Sciences K-12 Teaching (online out of MAST)  
Nursing, BS and MS (CCNE Accredited); Nursing Education PhD; Doctor of Nursing Practice, DNP (CCNE Accredited)**

### **TIMELINE**

#### **Fall 2011**

Pre-comprehensive review meeting with the Office of Assessment

***No annual progress report is required for 10-11\* although data that are supposed to be collected by the programs must still be collected for the 10-11 academic year***

Program Review data for previous 4 years will be available

#### **Fall 2011**

Develop timeline and assign responsibilities

#### **Fall 2011-Summer 2012**

Analyze data

Write self-study report

Select reviewer

#### **\*Early Spring 2012**

Unit Leader will meet with the Dean to discuss progress toward the comprehensive review in lieu of the annual progress report. Please see NOTE below. Due to the requirement of sending the comprehensive review materials to the Dean's office prior to submission to the external reviewer, please develop a timeline that allows sufficient time for the program to make any requested modifications to the materials.

**NOTE:** Prior to submitting the comprehensive review to the external reviewer, the review document plus the letter to the external reviewer must be submitted to the Dean's office. Allow two weeks for the materials to be reviewed by the Dean. The program may be asked to make modifications to the documents prior to submission to the external reviewer. (Submit materials to Ann Bentz.)

#### **Spring 2012-Fall 2012**

External review completed

**August 15, 2012:** 2011-2012 academic year data available

Add these data to the report – update self-study to reflect these data if needed

NOTE: It is acceptable for the external review to be completed with four years worth of data

#### **Wednesday, October 17, 2012 (approximate date)**

**Initial Draft of Self-Study Completed Including External Review and Unit Leader Written Feedback (unless the Unit Leader is the Self-Study Author)**

Unit Leader **distributes** one (1) hard copy of the draft in a 3-ring binder and one (1) electronic version of the draft to the Dean's Office (Ann Bentz)

## SELF-STUDY for NON-ACCREDITED PROGRAMS

### Major Components

1. Narrative report – limit to approximately 25 pages
2. Data tables
3. Supporting documentation

**Programs with external accreditation must identify where reviewers can locate the following information within the accreditation documents. If the accreditation report does not include some of the required UNC information, that information must be provided.**

### Component One: Narrative Report Sections

1. Program's Role, Mission, and Relationship to the University's Mission  
<http://www.unco.edu/pres/mission.html>
2. Program's Alignment to the Goals Identified in the University's Academic Plan:  
[http://www.unco.edu/academicplanning/docs/AP\\_11-02-07%20Final.pdf](http://www.unco.edu/academicplanning/docs/AP_11-02-07%20Final.pdf)
3. Outcomes for the Goals Identified in the Prior Comprehensive Review
4. Program's Strengths, Weaknesses, Opportunities, and Threats. Use the areas described below as evidence for the program SWOT analysis. This section is not meant to be a SWOT analysis of these four areas separately. Undergraduate and graduate programs should have separate SWOT analyses. If a program has other evidence to support the SWOT analysis, please include that evidence.
  - a. Evidence of Student Learning Outcomes
  - b. Program-Defined Measures of Quality
  - c. Performance on Institutionally-Defined Program Review Data
  - d. External Review (be sure to address areas of concern expressed in this review)
5. **Future Goals Based on the SWOT analysis in #4 Above**  
If appropriate/desired, address compliance with CDHE policy on low demand programs  
<http://higher.ed.colorado.gov/Publications/Policies/Current/i-partg.pdf>
6. **Resources Necessary to Support Future Goals and Program Improvement**

**Please note: 5 & 6 above are crucial elements of this self study. It is VERY important that #'s 1-4 be tied to your responses for 5 and 6.**

### Component Two: Data Tables

Attach the program review summary report plus the two graduate reports if appropriate.

*Insight, Development, University View, Testing*, scroll to the bottom for *Program Review*, click on "Program Review Summary Report"

#### **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

10-6-2011 AB added external review note and guidelines for accredited programs; 9-23-2011 AB added grad reports

“application report” (next bullet), you would select May 15<sup>th</sup> as the start date and May 14<sup>th</sup> as the stop date. You will need to run each year separately.

- **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.

### **Component Three: Supporting Documentation**

1. External Reviewer Report
2. College Program Review Team Recommendations
3. Dean’s Recommendations
4. Unit Leader’s Recommendations (if Unit Leader did not write the self-study narrative)
5. Graduate Dean/Graduate Council Recommendations (graduate programs only)

### **Program Review for Accredited Programs (from Office of Assessment)**

The UNC Program Review Guidelines state that programs with external accreditation may substitute the accreditation report for their comprehensive self-study, along with a summary of additional information needed for UNC’s program review. This document is intended to provide clarification to accredited programs regarding the requirements for UNC’s comprehensive program review.

Comprehensive program review serves three primary purposes at UNC: (1) assurance of program quality; (2) evaluation of program productivity and efficiency; and (3) identification of future goals and resource needs. Accredited programs provide assurance of program quality by acquiring or maintaining professional accreditation. For this reason, the accreditation report and findings of the accreditation team are an appropriate substitute for the elements of UNC’s program review guidelines that address program quality, and accredited programs are not required to complete a SWOT analysis.

While the assurance of quality is an important aspect of program review, UNC also uses program review as a vehicle for monitoring certain measures of productivity and efficiency that are identified in the guidelines as “program review data.” These data are provided annually by the Office of Institutional Analysis and should be submitted as part of the comprehensive review documentation. Accredited programs should examine these data and include a discussion in the summary document of any contributing factors that might explain low performance or significant changes during the review period. If the program review data trends have remained robust and stable over time, programs may omit the discussion of the data in the summary document, but they should be prepared to respond to questions about the data in the final meeting with the provost and dean.

In addition to evaluating program quality and productivity, program review is also used to set future goals and identify resources needed to maintain or improve the program. To address this aspect of comprehensive review, accredited programs should discuss the following in a summary document to be included with the comprehensive review documentation:

1. The extent to which the program has attained goals established prior to the current review.
2. A description of future goals and activities the program intends to pursue in order to maintain or improve the program.
3. A description of resource requests associated with future goals and actions.

The summary document should be prepared **after** the accreditation team has visited campus and issued its recommendation for accreditation status. The accreditation report, the accreditation teams' findings, and the program's review of the productivity and efficiency data should be considered when discussing future goals and resource needs. In cases where the accreditation visit and final report do not coincide with the February 28 deadline for UNC's program review, the deadline can be extended by notifying the Director of Assessment.

#### Required Documents for Comprehensive Review of Accredited Programs

1. Accreditation self-study report
2. Accreditation site-team report and findings
3. Supplemental summary document (discussion of productivity/efficiency data if required, performance on prior goals, discussion of future goals, and identification of resource needs)
4. Program review data (Insight report)