

**Shepherd University
Program Review Committee Evaluation Form**

Degree Program:

Number of Credits:

Concentrations/Tracks:

Part 1: Higher Education Policy Commission Requirements: Ensure the following are addressed in the self-study report and/or appendices:

Program Mission	Assessment Reports (available on WEAVE)
Faculty Vitae/Qualifications	Other Learning/Service Activities:
Curriculum	Viability (Budget and Enrollment)
Resources	Program Improvement Suggestions

Part 2: Program Criteria: Degree of evidence to support the following: While the source is important, it is also important to determine the quality of the source. A source may be a document or individual who provides the information. The program review process in general supports HLC criterion 4.A.1.

A. Centrality

Criterion	Quality of Criterion Met/Patterns of Evidence			
	None/Limited 1	Sufficient 2	Strong 3	Benchmark 4
1. The program contributes to the fulfillment of Shepherd University's mission, core values, and Strategic Plan. The program also has a planning document. [HLC 1.A.2.]				
2. The program supports general education, proficiency, and/or other undergraduate programs offered at Shepherd University. Graduate programs build on the outcomes undergraduate programs [HLC 3.B.1]				
3. The program has been responsible to actions recommended from the previous Program Review. (Do not mark if initial review) [HLC 4.A.1.]				

Comments:

SCORE: X/12 possible

B. Program Mission, Goals and Accomplishments

Criterion	Quality of Criterion Met/Patterns of Evidence			
	None/Limited 1	Sufficient 2	Strong 3	Benchmark 4
1. The program's mission/philosophy reflects the nature and scope of the program. [HLC 1.A.2.]				
2. Goals and objectives were undertaken during the review period to improve or advance the program. [HLC 5.D.]				
3. Faculty and students involved in the program are engaged in ways that benefit both the community and the program. [HLC 3.B.5.]				
4. The program achieved or maintained accreditation (if applicable) and/or earned recognition or awards. [HLC 4.A.5.]				

Comments:

SCORE: x/16 possible

C. Assessment: Curriculum/Student Learning

Criterion	Quality of Criterion Met/Patterns of Evidence			
	None/Limited 1	Sufficient 2	Strong 3	Benchmark 4
1. The program has a clearly articulated, efficient and purposeful curriculum, including options or emphases within the program. [HLC 1.A.1., 3.A.]				
2. Expectations of graduate students differ from undergraduate students in dual-listed or other courses. [HLC 3.A.2.]				
3. The program provides opportunities for students to learn in ways that extend beyond the classroom. [HLC 3.A.]				
4. Assessment of students' literacy in technology is integrated into the curriculum. [HLC 3.A.]				
5. Assessment of students' writing is integrated into the curriculum.				

[HLC 3.A.]				
6. Online courses are evaluated in ways that ensure effective delivery and continuous improvement. [HLC 3.A.3.]				
7. The program has clearly articulated learning performance outcomes for students. [HLC 4.B.1.]				
8. The program's curriculum aligns with the student learning performance outcomes. [HLC 3.A.]				
9. The program collected assessment data during the review period allowing judgments about the extent to which students are achieving learning performance. [HLC 4.B.3.]				
10. Results of assessment efforts have been shared with internal and external constituencies. [HLC 5.C.3.]				

Comments:

SCORE: X/50 points possible

D. Recruitment, Enrollment, Retention/Graduation

Criterion	Quality of Criterion Met/Patterns of Evidence			
	None/Limited 1	Sufficient 2	Strong 3	Benchmark 4
1. Five-year enrollment trends reflect program vitality and sustainability. [HLC 5.C.4.]				
2. Graduation rates indicate that students complete the program in a timely manner. [HLC 4.C.1-4].				
3. Level of support for the program relative to enrollments reflects the status of the program as over-subscribed, undersubscribed or optimal. [HLC 5.C.4.]				
4. Program graduates find employment or continue their education. [HLC 4.A.6.]				
5. Data suggest that employment opportunities for graduates will				

remain strong. [HLC 4.A.6.]				
6. The program systematically recruits prospective students and tracks graduates of the program. [HLC 4.A.6.]				
7. Diversity exists within the student population of the program. [HLC 1.C.1/2]				
8. The program has unique features that distinguish it from competing programs – giving it a competitive edge. [HLC 1.A.2.]				

Comments:

SCORE: x/32 points possible

E. Faculty/Staff Characteristics

Criterion	Quality of Criterion Met/Patterns of Evidence			
	None/Limited 1	Sufficient 2	Strong 3	Benchmark 4
1. Context is clear for understanding the composition of the department faculty & instructional academic staff (e.g., gender, ethnicity, expertise, academic, etc.). [HLC 1.C.1/2]				
2. The program has identified staffing needs and pending changes that will affect the delivery of the program. [HLC 5.A.]				
3. Faculty engage in scholarship (publications and presentations). [HLC 3.C.3.]				
4. Faculty engage with students to contribute to scholarship and creative work. [HLC 3.B.5.]				
5. Faculty engage in activities to improve their teaching and advising. [HLC 3.D.4.]				
6. Faculty support includes professional development from internal sources. [HLC 3.C.4.]				
7. Faculty pursue funding through grants, contracts and/or				

other sources. [HLC 3.C.3.]				
8. Faculty engages in professional and public service in ways that benefit internal and external constituencies. [HLC 3.C.3.]				

Comments:

SCORE: X/32 points possible

F. Resources/Facilities/Equipment/Library Holdings

Criterion	Quality of Criterion Met/Patterns of Evidence			
	None/Limited 1	Sufficient 2	Strong 3	Benchmark 4
1. The program has adequate resources to serve the enrollment numbers (budget based). [HLC 5.A.1.]				
2. The program has adequate staff beyond faculty to support the enrollment numbers. [HLC 5.A.4.]				
3. The program has adequate supplies/computers and software to support enrollment & student learning. [HLC 5.A.1.]				
4. The program has adequate facilities to support the enrollment & student learning. [HLC 5.A.1.]				
5. The program has adequate library holdings to support the enrollment & student learning. [HLC 5.A.1.]				

Comments:

SCORE: X/20 points possible

Each overall criterion, A through F should receive comments with special attention paid to areas that score 1 or 2. Recommended Actions: Please provide prioritized recommended actions for each criterion, where applicable.

Recommended Result: Total Criteria=38; maximum score=152; Programs that score 106 or below, will require a follow up report in one or more areas. The timeframe for the report will be determined by the SUPRC committee and the Provost.

TOTAL SCORE:

- _____ Insufficient information in the self-study to make a determination; revise self-study & resubmit.
- _____ Continuation without qualification at current level of activity.
- _____ Continuation with minor concerns.
- _____ Continuation with major concerns in one or more of the four areas, and minor concerns in one or more of the other areas; submit follow-up reports to the SUPRC Chair, Dean, and Provost on progress in addressing the major concerns.
- _____ Withhold recommendation for continuation, place on probation, and require another complete program review self-study within 1-3 years, at the committee's discretion.
- _____ Withhold recommendation for continuation, place on probation, recommend placing in receivership within the college, and require another complete program review self-study within 1-3 years at the Committee's discretion.
- _____ Non-continuation of the program.

RECOMMENDATIONS: