**Academic Program Review**

Unit name goes here

### Prepared by: NAME, TITLE

### NAME, TITLE

### NAME, TITLE

### NAME, TITLE

### NAME, TITLE

### **Submitted on [DATE]**



# Table of Contents

*Insert TOC here once report has been written.*

# Unit Overview

## Mission

Describe the mission of the unit in relation to the university’s mission and current strategic plan.

## Discussion of Degree Programs Offered

Briefly describe each degree program that the unit currently offers, including certificates and programs that have external accreditation and will not be further discussed in this report. Also include a brief discussion of minors, if any are offered. When possible, describe when and why the program was established. For degree programs with external accreditation, provide general information about the accrediting body and when the last review or site visit took place.

## Internal Academic Ties and Contributions to University-wide Initiatives

Discuss academic ties to other units on campus. This section should also describe the unit’s participation in university-wide initiatives (i.e., *Students as Scholars* QEP, Mason Korea, etc.) and Mason Core (formerly, general education) offerings.

## External and International Relationships

Report major educational collaborations with local, state, national and international organizations or institutions. This section should indicate the unit’s involvement in educational activities outside of the immediate campus community. If the unit regularly offers study abroad opportunities or other international experiences for students and/or faculty, include a description of those activities.

## Alumni Relationships and Activities

Explain outreach efforts to the unit’s alumni. How does the unit keep in touch with alumni? Does the unit offer special programming for alumni? Does the unit give an alumni award or do anything to recognize alumni? Are alumni involved in the review of student projects?

## Distance Education

Report the unit’s distance education offerings, both courses and degree programs. Explain plans for developing further distance education opportunities in the short and long term. Specify the extent to which the unit has worked with Mason Online to develop DE offerings.

## Faculty Profile

Discuss the faculty profile in terms of proportion of tenure-line faculty, full-time faculty, and faculty with terminal degrees. Address the diversity and area expertise of the faculty. Include relevant findings from the APR Faculty Survey regarding overall faculty satisfaction with the unit. Please do not include faculty CVs or bio sketches.

## Scholarly Activity and Service

Assessment of the extent to which department scholarly activity and service goals are being met.

## Resources

Report the unit’s resources. This may include physical spaces and equipment as well as external funding through grants or gifts. Also include a discussion of the roles of the support staff in the unit.

## Peer Comparison

How does the unit as a whole compare to peer institutions or universities that have similar programs? The peer comparison may be qualitative or quantitative. Comparisons might include the number and type of degree programs offered, number of degrees granted, admissions criteria and acceptance rates, number of faculty, levels of graduate student funding. Units are responsible for identifying peer institutions. Units do not necessarily have to use institutions on Mason’s peer institution list. OIA can help with finding publicly available data from SCHEV and the U.S. Department of Education.

## SWOT Analysis

Report strengths, weaknesses, opportunities and threats to the unit.

## Other Relevant Information

Discipline- or unit-specific accomplishments, needs, and concerns that help to understand the unit and its programs. Consider including upcoming or planned changes, challenges, initiatives, etc.

## Unit Goals and Action Plans

Describe the unit’s current goals and associated action plans. Note that the unit’s goals should be broader than the goals reported in the degree program sections. When possible, identify the evidence or origin of each goal (i.e., SWOT analysis, peer comparison, feedback from students or faculty). A timeline for achieving each action plan should also be included. If the unit submitted an APR report in the past, discuss progress on meeting the previous cycle’s goals.

Degree Program

(*a separate section for each undergraduate and graduate degree program)*

*Copy this template as necessary so that there is a section for each degree program offered. BA/BS programs may be combined into a single section if the degree title is the same. Describe any differences between the programs in the Discussion of Curriculum section.*

## Overview and Mission

Describe the history and development of the program, including any concentrations, tracks, or specializations that are offered. For programs that are well-established, discuss how the program has evolved over the years and how it has adapted to changes in the field and/or the university. For programs that are newer, describe the initial expectations for the program and any major changes that have been made to the program. Report the mission of the program in relation to the unit’s mission, the university’s mission and the current strategic plan.

## Discussion of Curriculum

Discuss the curriculum: identify core courses and requirements, describe WI, RS, and synthesis courses as well as capstone experiences, internships, and senior paper/project requirements or options. Describe any major changes to the curriculum that have recently been made or that are planned for the very near future. Attach a curriculum map, either in this section or as an appendix.

## Size and Scope of the Program

Analyze and discuss five year trends of enrollments and degrees granted. Explain any major changes or significant downward or upward trends. Comment on retention of students in the program.

## Student Success

Discuss student satisfaction with the program, course offerings, faculty and advising. Also analyze students’ success upon graduating from the program in terms of graduate school acceptances and job placements. Describe the program’s advising system and its effectiveness.

## Program Level Outcomes and Assessment

List the program’s student learning outcomes. Report the assessment of at least three student learning outcomes. State each outcome, how it was measured, the findings, and whether the findings met the target achievement. Use direct measures of student learning, such as student work.

Notes on outcomes:

Undergraduate programs are required to have one learning outcome that supports written communication.

Programs that work with *Students as Scholars* are asked to include at least one outcome related to undergraduate research & creative activities.

Units that offer degree programs at Mason Korea are asked to include an outcome that supports this partnership.

## Interpretation of Results

What meaning does your team make of the assessment results? Describe the “big picture” or broader implications of the findings.

## Action Plans

Based on the outcomes assessments, student success data or other evidence, identify the action plans for the program. Include a timeline of when and how the action plans will be completed.

# Certificates

A discussion of certificates should include the following components:

* The purpose of the certificate or minor program
* Student enrollment and characteristics of student participants (e.g. Who does the program serve?)
* Assessment of at least two outcomes
  + One must be a learning outcome; others may be program outcomes
  + Assessment of learning outcomes must include direct assessment of student work

# Concluding Statement

Discuss the main accomplishments, concerns or issues, and resources needed to carry out plans. Acknowledge upcoming involvements or issues to consider. Discuss decisions and recommendations for the unit’s programs.