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Academic Program Review

Self-Study Report

\*Complete and return in digital format to the Office of Accreditation, Assessment, and Learning by: April 30, 2019.

**Program(s) included in this report:**

|  |  |
| --- | --- |
| **Degree Name** | **Degree Title** |
| e.g., M.S. | Chemistry |
| e.g., Ph.D. | Chemistry |
|  |  |
|  |  |

**Endorsements**

*To the best of our knowledge, the information contained in this report is accurate and complete and represents the best efforts of the program faculty, students and staff to provide a detailed description of the current state of the undergraduate and graduate program(s) that are included.*

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Program Coordinator/DirectorDate

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Program Coordinator/DirectorDate

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Chair/Director Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Dean Date

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Complete all sections that are applicable to your unit. All appendices and attachments should be incorporated into a single document and either included as part of this document or sent as one separate file.

*Unless otherwise noted*:

* Questions refer to the period of time since the last KSU Academic Program Review.
* Data necessary for completing the tables can be obtained from the Office of Institutional Research (IR).
* For programs that deliver an entire degree program on a regional campus, include campus-specific information in your answers when relevant.

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# **Section 1: Context**

## Link to Kent State University’s Strategic Plan Roadmap: [**https://www.kent.edu/strategicroadmap**](https://www.kent.edu/strategicroadmap)

As appendices to this document, provide:

* + - Strategic plan for the unit (if online, include link in question 1 below)
		- If applicable, the most recent programmatic accreditation outcomes report for any programs with programmatic accreditation
		- The action plan from your unit’s last KSU Academic Program Review
1. Briefly describe the goals and mission of the department/school, including research, teaching, community engagement, and outreach activities. Please include your unit’s strategic plan as an appendix to this document or supply a link if the plan is online. How do the goals and mission of the department/school align with those of the college and university? What will your program look like in five years, based on the successful completion of your goals?
2. Please provide the address or link to the unit’s website.

 Link to unit’s website:

1. Identify the graduate program(s), program campus location, degrees offered and areas of concentration/emphasis within the program. How long have the areas of concentration been offered by your program? Describe the career paths that your graduate program(s) prepares students to pursue. Add lines as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Graduate Program** | **Campus** | **Degree Offered** | **Concentration** | **Time Concentration Offered** | **Career Path** |
|  |  |  |  |  |  |
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1. List all current program certifications and/or accreditations and relevant effective dates. Clearly indicate which graduate degree programs within your department/school are subject to these certifications and/or accreditations. If an academic program is accredited by an outside body, the most recent programmatic accreditation outcomes report should be submitted as an appendix to this report. Add lines as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Effective Dates** | **Indicate if accreditation report is attached** | **Note** |
|  |  | Yes No |  |
|  |  | Yes No |  |
|  |  | Yes No |  |
|  |  | Yes No |  |

6. Provide a summary of the actions taken in response to the recommendations of the previous KSU Academic Program Review. Include the action plan from your unit’s last program review as an appendix to this report. Add lines as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous recommendations** | **Action Steps** | **Resources** | **Timing** | **Note** |
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**Section 2: Curriculum, Assessment of Student Learning and Program
Improvement**

As appendices to this document, provide:

* + - A list of regularly offered graduate courses (regularly offered courses are those that are offered at least once every two years)
		- Annual assessment of student learning report(s) for each graduate program
		- A list of graduate student theses and dissertations (student name, thesis/dissertation title, advisor, date published) since your last KSU Academic Program Review
		- A list of graduate student publications (authors, title, publisher, year, and page numbers) since your last KSU Academic Program Review
		- A list of graduate student presentations, performances, exhibits and showings since your last KSU Academic Program Review
		- A list of externally-awarded graduate student prizes, honors and awards since your last KSU Academic Program Review

## Graduate Program(s)

1. What are your graduate program’s curricular requirements? How is consistency maintained across the multiple sections of classes? What changes have been made to update the curriculum since the last KSU Academic Program Review?
2. For courses offered at the regional campuses, are there procedures to ensure that faculty, including adjuncts, deliver a coordinated curriculum which supports the learning outcomes of the graduate program(s)? Describe how faculty on the Kent and regional campuses maintain communication and involvement to ensure a coordinated delivery of the program(s).
3. What are the student learning outcomes for the graduate program(s)? How are the student learning outcomes assessed? How is the information used to improve the student learning experience (be specific). Include the most recent program assessment report(s) as an appendix to this document for your graduate program(s).
4. Please describe and explain all substantivechanges in graduate degree requirements and course offerings which have been implemented by the program since the last KSU Academic Program Review.
5. What are your plans for the graduate curriculum in the next five years?

## Distance Education

1. Comment on the distance education offerings in your program. For example, what percentage of courses is offered via distance education? Do you anticipate an increase/decrease in distance education offerings over the next several years? What impact do distance education classes have on the regular face-to-face offerings within the program?
2. Describe the methods used to evaluate distance education offerings. What has been learned from these evaluations, and what changes, if any, have been made based on what you’ve learned?

**Section 3: Current Students**

As appendices to this document, provide:

* + - A copy of your graduate student handbook(s)

I. Graduate Program(s)

Applicable data can be obtained from Institutional Research.

1. Please complete the following table based on the most recent academic year. \*

|  |  |
| --- | --- |
| **Graduate Student Enrollment** |  |
| **Number of Graduate Degrees Awarded** |  |
| **Total Number of Graduate Assistantships Awarded:** **Masters:** **Doctorate:** |  |
|  |
|  |
| **Total Number of Other Student Stipends Awarded:**  **Masters:** **Doctorate:** |  |
|  |
|  |

* What proportion of your students receive full (20 hours/week) assistantships? What are the average stipend amounts, ranges and standard deviations for these students? If you provide differential stipend amounts, what are your criteria for determining the amounts?
* What proportion of your students receive half (10 hours/week) assistantships? What are the average stipend amounts, ranges and standard deviations for these students? If you provide differential stipend amounts, what are your criteria for determining the amounts?
* What proportion of your students receive a full tuition waiver? What proportion receive a partial tuition waiver? What are your criteria for making these determinations?
* Describe the duties performed by teaching assistants, research assistants and administrative assistants? How are graduate assistants prepared for and mentored in their duties?
* How is the quality of (i) graduate assistant performance and (ii) the assistantship position assessed by your program? What changes, if any, have been made based on your evaluations?
* What are your plans for assistantships in the future?
1. Describe your program’s graduate recruitment plan and enrollment goals over the next five years. Describe the methods, if any, used to recruit graduate students. How effective are these methods? What plans, if any, do you have to modify them? Add lines as needed.

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| --- | --- | --- | --- | --- |
| **Recruitment Plan** | **Methods** | **How effective** | **Enrollment Goals** | **Note** |
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1. Comment on and critically evaluate the items listed below. Describe any actions that have been taken in light of the evaluations, the effectiveness of the actions, and future plans to deal with current problem areas.
* Trends in program enrollment
* Time to degree
* Trends in degrees awarded
* Trends in stipend levels
* Trends in tuition support
* Student retention
1. Describe and comment on application and admissions trends for full-time and part-time students. Note and interpret changes in:
* Number of applicants
* Number of offers of admission (data must be provided by program)
* Percentage of applicants who accept offers of admission (data must be provided by program)
* Quality of your applicants and your enrollees (e.g., average GPA, standardized test scores)
* What criteria are used for admissions decisions? Describe the effectiveness of these criteria, and plans, if any, to modify them.
1. Provide evidence that the program has established or seeks to establish an appropriate level of diversity among its student body, as evidenced by:
* Trends and expectations in student demographics
* Proven efforts to sustain and enhance diversity of students

Complete the ethnicity and gender table below for current graduate majors

|  |  |
| --- | --- |
| **Race/Ethnicity** | **Graduate** |
|  | **Male** | **Female** |
| African-American or Black |  |  |
| Asian or Pacific Islander |  |  |
| Hispanic or Latin American |  |  |
| Native American |  |  |
| White |  |  |
| Multiple race/ethnicities or other |  |  |

**Section 4: Academic Support and Career Development Opportunities**

1. Graduate Program(s)
2. Detail the resources you provide to support the career development and placement of your graduate students.
3. What opportunities do graduate students have to participate in student and/or professional organizations?
4. Are there persistent challenges that graduate students experience which inhibit their successful completion of the program? What strategies are employed by each program to remove these barriers to success? Add lines as needed.

|  |  |  |
| --- | --- | --- |
| **Program name** | **Persistent Challenges** | **Strategies** |
|  |  |  |
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1. Describe program-arranged graduate student internship and external placements (in education, government, or private sector) since your last KSU Academic Program Review. What role do these placements have in your program? How is (i) student performance and (ii) placement/internship quality assessed by your program? What changes, if any, have been made based on your evaluation process?
2. What role do faculty play in the mentoring of graduate students? How is faculty mentoring evaluated and what have you learned from these evaluations? What changes, if any, have been made based on your evaluation process?
3. How do you identify students who are not making progress? What support/counseling do you provide for these students?
4. What efforts have been made to support students who have special challenges such as those coming from underrepresented groups, different cultures or those with disabilities? Are support services (tutoring, advisement, interpreting) available for day, evening, and weekend students?
5. What are your plans for graduate academic support and career development in the next five years?

**Section 5: Alumni**

As appendices to this document, provide:

* + - Alumni survey information for graduate students since the last KSU Academic Program Review
1. Graduate Program(s)
2. Describe the process used by the program to gauge graduate student satisfaction (e.g., exit interviews, alumni surveys).

1. What have you learned about the strengths and weaknesses of your program based on graduate alumni information? What changes, if any, have been undertaken to remedy any weaknesses and build upon strengths, and how effective have those changes been? What changes based on this information, if any, do you plan to make in the next five years?
2. Fill out the following table with available data to show the number of graduates and their current employment status. Please include alumni from the last KSU Academic Program Review.

|  |  |
| --- | --- |
| **Employment Categories** | **Total Number of Graduates** |
| e.g., Postdoctoral fellowship/traineeship, or acquiring an additional degree | 9 |
| e.g., Tenure Track faculty position in higher education, including community colleges | 7 |
| e.g., Non-university administrative position | 3 |
|  |  |
| Add lines as needed |  |

**Section 6: Faculty, Administration, and Staff**

## Faculty Composition and Workload

As appendices to this document, provide:

* + - A copy of your departmental faculty handbook
		- Recent curriculum vitae for each Tenure Track and Non-Tenure Track faculty
1. Please complete the following table based on the most recent academic year. \*

|  |  |
| --- | --- |
| Number of Graduate Faculty |  |
| Number of F3/F4 Graduate Faculty |  |
| Number of Tenure Track Faculty |  |
| Number of Full-time Non-Tenure Track Faculty |  |

1. Complete the table below for current Tenure Track and Non-Tenure Track faculty.

|  |  |  |
| --- | --- | --- |
| **Race/Ethnicity** | **Tenure Track** | **Non-Tenure Track** |
|  | **Males** | **Females** | **Males** | **Females** |
| African-American or Black |  |  |  |  |
| Asian or Pacific Islander |  |  |  |  |
| Hispanic or Latin American |  |  |  |  |
| Native American |  |  |  |  |
| White |  |  |  |  |
| Multiple races/ethnicities or other |  |  |  |  |

1. Discuss the diversity of your faculty and future changes in composition you would like to achieve.
2. What resources would be necessary to support these goals?
3. Complete the following faculty workload table for Tenure Track and Non-Tenure Track faculty. For each faculty member, indicate number of courses taught (not including research, independent readings, thesis or dissertation courses), undergraduate and graduate students advised and theses and dissertations supervised as indicated below.

The faculty workload table should cover the period in the last academic year. Definitions of column headers are as follows:

FACULTY NAME - last name, first name
STAT - Tenure Track (TT) or Non-Tenure Track (NTT)

RANK - professor (Prof), associate (Assoc), lecturer (Lect) etc.

UG FTE - contact hours of undergraduate classroom instruction (students enrolled in course × course credit hours ÷ 30)

GR FTE - contact hours of graduate classroom instruction (students enrolled in course × course credit hours ÷ 30)

UG MNT - Number of undergraduate students mentored outside classroom

GR MNT - Number of graduate students mentored outside classroom

HNS CHR - Number of honors thesis/project committees chaired

MAS CMT - Number of master’s thesis/project committee member – student completed degree

MAS CHR - Number of master’s thesis/project committees chaired – student completed degree

DIS CMT - Number of doctoral dissertation committees – student completed degree

DIS CHR - Number of doctoral dissertation committees chaired – student completed degree

**(Note: Table begins on the next page)**

### FACULTY WORK LOAD

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FACULTY NAME** | **STAT** | **RANK** | **UG FTE** | **GR FTE** | **UG MNT** | **GR MNT** | **HNS CHR** | **MAS CHR** | **MAS CMT** | **DIS CHR** | **DIS CMT** |
| e.g., Jones, Chris |  |  | 100 | 50 | 2 | 1 | 0 | 1 | 2 | 0 | 1 |
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| Add lines as needed |  |  |  |  |  |  |  |  |  |  |  |

**\*\*** *Students enrolled multiplied by number of credits divided by 30 = FTE PER CALENDAR YEAR*

1. Briefly describe overall faculty workloads, including research, teaching at the undergraduate and graduate levels, advising and service. What are the department/school’s policies that govern faculty workloads? Do you anticipate any changes in faculty workload in the next five years?
2. Describe trends since the last KSU Academic Program Review in the use of Non-Tenure Track faculty, adjuncts and graduate students in teaching. Do you anticipate any changes in the use of these faculty and instructors in the next five years?

# Faculty Scholarship, External Grants & Sponsorship

1. Complete the table below containing faculty scholarly activity information since your last KSU Academic Program Review. Information must be provided for all Tenure Track and Non-Tenure Track faculty members. Do not list publications that are in press, under review or being developed.Definitions of the column headers are as follows\*:

FACULTY NAME - last name, first name

APPT - year of KSU appointment

STAT - Tenure Track (TT) or Non-Tenure Track (NTT)

RANK - professor (Prof), associate (Assoc), lecturer (Lect) etc.

BOOK - Number of books

CHAP - Number of chapters

ART - Number of refereed professional journal articles

MONO - Number of scholarly monographs

NR PUBS - Number of non-refereed journal articles and technical reports

PRES - Number of professional presentations, showings, performances

COLL - Number of invited addresses or colloquia at other institutions

REV - Number of book reviews

\*Please add categories not already listed that match your program needs.

**(Note: Table begins on the next page)**

### FACULTY SCHOLARLY ACTIVITY

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FACULTY NAME**  | **APPT** | **STAT** | **RANK** | **BOOK** | **CHAP** | **ART** | **MONO** | **NR PUBS** | **PRES** | **COLL** | **REV** |
| e.g., Smith, Joan | 1991 | TT | assoc | 1 | 3 | 7 | 0 | 2 | 7 | 0 | 1 |
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| Add lines as needed |  |  |  |  |  |  |  |  |  |  |  |

1. Provide information about external award proposals submitted and awarded since the last KSU Academic Program Review. Data can be obtained from the Division of Research and Sponsored Programs. Definitions of column headers are as follows:

FACULTY NAME - last name, first name

TITLE - brief title of the project

RLE - role of the faculty member (e.g., principal investigator, consultant)

SPONSOR - name of the sponsoring body

STAT - status of proposal (e.g., funded, unfunded, submitted, resubmitted)

TOTAL FUND - total amount awarded, including direct and indirect F&A

FAC FUND - amount of funding attributed to faculty member

### EXTERNAL FUNDING & SPONSORSHIP

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FACULTY NAME** | **TITLE** | **RLE** | **SPONSOR** | **STAT** | **TOTAL FUND** | **FAC FUND** |
| e.g., Daisy, Sonny | Navigation in Africanized Bees | Pl | National Science Foundation | Fund | $352,000 | $352,000 |
| e.g., Honeysuckle, Beatrice | Pedagogy of Bees | Co-I | US Dept. of Agriculture | Sub | NA | NA |
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| Add lines as needed |  |  |  |  |  |  |

1. Of all graduate assistantships awarded in your unit, what percentage is supported by external funding? What plans, if any, are there to increase the number of students that are supported externally?

III. Administration and Staff

1. Describe the reporting lines within the program/department. For example, who is responsible for developing and implementing program requirements, policies and procedures? Who serves as liaison between prospective students and the university administration? Who coordinates recruitment and retention activities?
2. Is your administrative structure adequate to meet the needs of the program and students? If not, what changes are needed?

**Section 7: Facilities and Resources**

1. Describe the department/school‘s office and laboratory spaces, specialized facilities and equipment, and any other resources (e.g., computers, computer software, journal subscriptions). How are they made available to faculty, and graduate students?
Add lines as needed.

|  |  |  |
| --- | --- | --- |
| **Facilities/ resources** | **Users** | **How do users access the facilities or resources** |
|  |  |  |
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1. Describe your department/school’s funding, including university support, endowment income, etc. (do not include funding that is listed in Section 6 - External Funding & Sponsorship). Describe how this funding is used to support the goals and mission of your department/school.
Add lines as needed.

|  |  |  |
| --- | --- | --- |
| **Funding** | **Mission/ goals** | **How this funding is used to support the goals and mission** |
|  |  |  |
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1. Describe trends in revenue generation since your last KSU Academic Program Review, including revenue generated through tuition, incentive programs, external funding, and endowments. Do you anticipate any change in revenue generation over the next five years?

**UNDERGRADUATE**

**Appendices: Table of Contents**

(Please complete the following table. All appendices and attachments should be incorporated into a single document and either included as part of the self-study or sent as one separate file.)

|  |  |  |
| --- | --- | --- |
| **Appendix** | **Content** | **Page #** |
|  | **Section 1** |  |
|  | Strategic plan for the unit (unless link is provided in section 1, question 1) |  |
|  | The most recent programmatic accreditation outcomes report for any programs with programmatic accreditation (if applicable) |  |
|  | Summary and action plan from last KSU Academic Program Review |  |
|  | **Section 2** |  |
|  | List of regularly offered graduate courses (regularly offered courses are those that are offered at least once every two years) |  |
|  | Annual assessment of student learning reports for each graduate program |  |
|  | A list of graduate student theses and dissertations (student name, thesis/dissertation title, advisor, date published) since the last KSU Academic Program Review |  |
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|  | A list of externally-awarded graduate student prizes, honors and awards since the last KSU Academic Program Review |  |
|  | **Section 3** |  |
|  | Graduate Student Handbook |  |
|  | **Section 5** |  |
|  | Alumni survey information for graduate students since the last KSU Academic Program Review |  |
|  | **Section 6** |  |
|  | Faculty Handbook |  |
|  | Faculty CVs |  |
|  |  |  |

# **\*If you wish to add additional appendices to support your self-study please add lines to the table where appropriate and insert information.\***