Pennsylvania State System of Higher Education

Academic Program Review Summary Form Instructions

NOTE: ONCE THE FORM HAS BEEN SAVED, YOU CANNOT GO BACK AND CHANGE ANY OF THE ENTRIES. PLEASE MAKE SURE YOU COMPLETE ALL OF YOUR EDITS AND REVISIONS BEFORE THE REPORT IS SAVED AND SUBMITTED.

General Instructions:

Composition of Review Team

1. There should be adequate space to list all of the review team members. If this is a year when you did not use external review team members, enter “NA” in the first field.

2. Some of the review committees may have co-chairs. Where this is the case, list the other co-chair in the Campus Review Team Members section and note accordingly.

Program Data

1. Enter data for the academic years that followed the last review. If this is the first time the unit is being reviewed, enter data for as many past years as appropriate.

2. Student Enrollment, Annualized FTEs – This number includes students enrolled in program courses. Calculation for undergraduates: number of credits divided by 30; graduates: number of credits divided by 24.

3. Program Budget/Cost – Use whatever method is readily available. Either reflect the portion of the department’s budget (personnel, operating and equipment), or use the Common Cost Accounting costs associated with the program.

4. Program Cost/FTEs – calculated by dividing the program budget/cost by student enrollment, annualized FTEs.

5. Faculty FTEs – calculate this number based on instructional faculty workload assignment. Contact a staff member in your campus Finance and Administration or Institutional Research offices for this formula, if necessary.

6. Majors Enrolled, Fall Headcount – use the figure submitted after the fall freeze deadline.

7. Program Graduates – this headcount figure should include summer, fall, and spring program graduates.

Staffing

1. List position titles, and number of people who hold those positions, if applicable.

Progress Since Last Review

1. Enter the action items that were identified during the last review and the steps that were taken to accomplish the action item. The box in which you enter the information is set up to handle a narrative. If this is the first time the unit or program is being reviewed, type “NA” in the first Action Item box.
Program Review Guidelines for Academic Programs

Outcomes Assessment

1. In this section, please list the intended learning outcomes, when appropriate, and how they are measured.

Program Strengths

1. List the program strengths as identified in the self-study and review report.

Areas in Need of Improvement

1. List the challenges and recommendations for improvement as identified in the self-study and the review report.

Action Plan

1. List the recommendations and challenges that will be addressed prior to the next review period. This list will become your action plan for improvement or the program or service.

Comments

1. Provide any comments about the review or review process that you believe should be documented in the summary form. Again, if this is the first time the unit or program has been reviewed, type “NA” in the box.

Actions Planned by the University

1. Check as many boxes as appropriate.

Signature List

1. List the names of the people who need to “sign off” on the review summary form.

Summary Form Submission

Once the summary form has been completed, press the Submit button found at the bottom of the form to save the report and submit it to the data file. You will be taken to a printable version of the form once it has been submitted. NOTE: ONCE THE FORM HAS BEEN SAVED, YOU CANNOT GO BACK AND CHANGE ANY OF THE ENTRIES. PLEASE MAKE SURE YOU COMPLETE ALL OF YOUR EDITS AND REVISIONS BEFORE THE REPORT IS SAVED AND SUBMITTED.