**Clayton State University**

**Comprehensive Program Review Template**

**Academic Program:**

**Degrees/Majors Offered:**

**Faculty member(s) completing the CPR report:**

**Section I: Mission Review**

* Relate the purpose and history of the department to the overall purpose and history of the University and College or School.
* Describe the structure of the department, including specific personnel responsibilities.

**Section II: Accreditation (if applicable)**

* List all accrediting bodies that are relevant to programs offered in the department.
* Describe the current accreditation status of each program in the department.
* Describe future accreditation plans, including brief needs and resource assessments.

**Section III: Program Productivity (Credit Hours Generated and Degrees Granted)**

* Based on the data in Appendix Tables 1 & 2, provide a narrative analysis of the degrees granted by the program and the credit hour production in core, upper-level undergraduate courses, and graduate programs (if applicable).
* Set goals and desired standard of achievement

**Section IV: Program Viability**

1. **Faculty and student profiles**

* Based on the data provided in Appendix Table 3, provide a narrative analysis of the majors and minors enrolled in the program. Indicate any trends in the data and provide justification if necessary.
* Based on the data provided in Appendix Tables 4 - 9, provide a narrative analysis of the program’s faculty and student demographics, student-faculty ratios, average class sizes, and distribution of faculty by rank.
* Based on the data provided in Appendix Table 10, provide a narrative analysis of the program's retention rates and describe student recruitment and retention strategies used by the department.
* Set goals and desired standards of achievement.

1. **Program** **Resources**

* Quantify the following types of resources:
* Fiscal
* Physical facilities
* Human
* Library resources
* Computers and other educational technologies

**Section V: Program Quality**

* + 1. **Curriculum**
* Based on the data contained in Appendix Tables 11 - 13, provide a narrative analysis of the program’s course offerings and how they meet student needs and progression toward graduation
* Describe any state-mandated instructional activities and how these mandates are being met.
* Indicate degree completion requirements in terms of semester hours; minimum credits to be earned; and special requirements, such as competency tests in the area.
* Explain the use of outside agencies for practica, co-ops and internships, consortium arrangements, and dual-degree programs.
* Describe the processes used to coordinate syllabi preparation for multi-section courses and all course offerings within the department.
  + 1. **Instruction**
* Describe the methods of instruction traditionally used in the discipline and the relationships of these methods to those actually used by faculty in the program.
* Discuss the uses of technology for instruction in courses offered by the department, including distance education.
  + 1. **Students**
* List the number of students per year who are admitted to graduate school or obtain jobs related to the discipline.
* List the number of graduates who attain career status consistent with student outcomes expressed by the department, including receipt of appropriate discipline specific certification and/or licensure.
* Describe the student recognition activities of the department.
* List and describe the student organizations associated with the department.
* Describe student participation in research and scholarly activity within the department, including incorporation of research/scholarly activity in courses and student publications.
  + 1. **Faculty**
* Attach Digital Measures Academic Degrees Earned Report in Appendix B as evidence of educational background of faculty.
* Attach Digital Measures Report of Faculty Accomplishments in Appendix B as evidence of research and scholarly productivity.
* Describe the areas of expertise and interest represented in the department
* Attach Digital Measures Report of Professional Development Activities in Appendix B as evidence of faculty development.
* Describe the process of academic advising in the department.
  + 1. **Service**
* Attach Digital Measures Report of General Service by Faculty in Appendix C as evidence of service to the university, local and regional community.
* List student organizations advised by each faculty member.
* List committee assignments for each faculty member.
* Describe student participation in service to the local and regional community, including service-learning opportunities provided by the department.

**Section VI: Strategic Plan**

* Describe your strategic plan including the program mission statement and goals and objectives you that will guide you until the next strategic planning cycle.
* Describe how this overall program plan fits into the University strategic plan.

**Section VII: Program Outcomes Assessment**

Use the Outcomes Assessment Plan and Results template to provide a detailed student outcomes analysis.

**Section VIII: Summary and Implications of Findings**

Summarize the strengths of the unit and opportunities for improvement based on information in sections I - VII

**Appendix A**

**Table of Contents**

Table 1: Degrees Granted

Table 2: Credit Hours Generated

Table 3: Majors and Minors

Table 4: Numbers by Class

1. Table 4.1: Majors by Class
2. Table 4.2: Minors by Class

Table 5: Distribution of Faculty and Students

Table 6: Average Class Size by Instructional Method

Table 7: Average Class Size Program vs. University

Table 8.1: Student-Faculty Ratio

Table 8.2: Courses Taught by Full Time versus Part Time Faculty

Table 8.3: Courses Taught by Faculty with Terminal Degrees

Table 9.1: Diversity of Program (Ethnicity)

Table 9.2: Diversity of Program (Race)

Table 10: Retention Rate

Tables 11: Course Offerings by Faculty

INSERT METABASE REPORT(S) HERE

**Appendix B**

**Table of Contents**

1. Academic Degrees Earned Report

2. Report of Faculty Accomplishments

3. Report of Professional Development Activities

INSERT DIGITAL MEASURES REPORTS HERE

Appendix C

Table of Contents

Report of General Service by Faculty

INSERT DIGITAL MEASURES REPORT HERE

Appendix D

INSERT LEARNING OUTCOMES ASSESSMENT (PLO) REPORT HERE