



*The purpose of the Academic Program Review is to evaluate a program's alignment to the mission, vision, and strategic plan of Texas Christian University, and to ensure academic program excellence, relevance, and sustainability as students develop into ethical leaders, professionals, and scholars.*

**Self-Study for [insert published degree/certification program name]:**

**Program Contact Person:**

**Date [include year program review is initiated]:**

Data to assist in completion for your report is available in the profiles located on the Tableau Server (tableau.tcu.edu). These reports are accessible to Deans, Associate Deans, and Chairs. However, additional access can be provided with permission by one of these administrators.

Please email [ir@tcu.edu](mailto:ir@tcu.edu) for additional information. Data not provided in Tableau should be maintained and available within college, school, and/or department housing program. In addition, the Student Affairs Office of Quality Enhancement maintains data from student surveys that may be useful.

## **1. Departmental Mission and Organization**

Copy and paste the current TCU Mission, Vision, and Values from the TCU website.

Provide a general description of program's host department (mission/vision statement, students served, faculty & staff, programs offerings, etc.) and ways this aligns with the TCU mission statement.

**2. Program Mission and History**

Provide a narrative (one-page max) of the program mission and history (year established and major program changes in previous five years) and ways this aligns with the TCU mission statement.

Describe local and/or national need for the program.

### 3. Program Assessment Plan

- Attach program curriculum map, student learning outcomes and a recent assessment of student learning outcomes. Describe how curriculum compares to peer and aspirant programs.
- Explain how program assessment findings are used for continual program improvement.

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### 4. Student Enrollment and Graduation Data

A brief statement of how students are recruited, how the department encourages diversity in applicants, and the decision process for accepting students into the program.

Report the 1) number of students who applied and who were accepted and enrolled into the program, 2) the percentage of students who were admitted into the program, and 3) the program yield rate (percentage of students accepted into program who actually enrolled) per year (Summer, Fall & Spring) for each of the five most recent years (see Tableau Server).

Describe why current student enrollment is or is not the appropriate size for the program

Report:

The number of degrees and/or certificates conferred in this program per year (Summer, Fall & Spring) for each of the five most recent years (see Tableau Server; Outcomes).

The average student time to degree for each of the 5 most recent years. Time to degree is defined as beginning the year students matriculated with the degree objective until the year they graduated (see Tableau Server; Outcomes).

The percentage of full-time students who graduate within 6 years of matriculation for undergraduate programs, 4 years of matriculation for Masters-level programs, and 8 years of matriculation for doctoral programs, for each of the 5 most recent years (see Tableau Server; Outcomes).

Report the number of graduates employed in their field within one year of graduation for each of the 5 most recent years. Employment includes full-time self-employment, private practice, residency, fellowship, and other opportunities for further training or education.

Provide or attach a listing of program graduates for the past three years with placement and employment information.

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Provide average starting salary of students graduating from the program (could be a range). Briefly, describe how the starting salary was determined and information sources.

## **5. Student Demographics**

Provide or attach demographic data for enrolled students to include gender, ethnicity (all US citizens and permanent residents) and percentage of international/non-resident students for the previous five years (see Tableau Server).

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## 6. Student Support

Provide the actual overall cost of the program to the student upon completion of the program. These costs should be based on average time to degree completion and *exclusive* of any institutional financial aid (stipend and tuition). A second program cost that considers stipends and tuition waivers that would normally be expected to be provided to students attending program of study can *also* be included. Briefly, describe how the program cost was calculated.

For graduate programs: How are students supported financially in the program? Include information about length, type (tuition waiver, scholarship, stipend, etc.) and source of support (attach table including this information, if needed). Additional information regarding assistantship, fellowship, and stipend support provided via the Office of Graduate Studies is available on the Tableau Server.

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For graduate programs: How does length of support compare to the length of the program as written in course catalog and historical data showing time to graduation.

For graduate programs: Describe criteria used to award student assistantships (RA, TA, GA, etc.) and other financial awards.

For graduate programs: Provide percentage of students with financial aid and average level of support.

For graduate programs: Provide a current listing of de-identified students with and without financial support. Include type of support (endowment, grant supported, institutional GA, GI, RA TA, tuition-waiver, institutional scholarship, etc.) amount of support, and description of work-related duties, if applicable, for each student (attach table including this information, if needed).

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## **7. Student Experiences in the Program**

What does the program do to expose students to academic and non-academic career paths?

How does program assist in the job search process?

Describe how student progression to degree is monitored, facilitated and documented (student progression to degree should minimally be monitored once per academic year).

Describe additional professional and career development activities provided in support of students in this program.

Describe activities that support diversity, equity, and inclusion among students and faculty.

Describe measures and tools taken to determine success of programs developed to support diversity, equity, and inclusion among students and faculty and any actions taken to address findings.

Discuss interactions with other departments, units, or professional development and research programs that strengthen the program.

For graduate programs: Are individual development plans (IDPs) required to be completed by students in the program and, if yes, how are the IDPs prepared, accessed, and updated.

For graduate programs: What, if any, teaching is required for students in program?

For graduate programs: What services and pedagogical training is provided to support the student in teaching?



For graduate programs: Describe professional ethics training associated with discipline, including but not limited to responsible conduct of research training, research and data collection ethics, implicit bias training, treatment of coworkers/subordinates, etc.

## **8. Student Productivity**

Provide listing of student publications, exhibitions, creative activities, and professional presentations for each of the five most recent years (attach table including this information, if needed).

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For graduate programs: Number of theses and dissertations completed for each of the five most recent years

## **9. Program Faculty Profile**

Current number and classification of faculty (full/part-time, tenure/non-tenure track, academic rank, regular/associate/adjunct; attach table including this information, if needed).

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Provide gender and race/ethnicity demographics of tenured and Non tenured faculty (see Tableau Server for demographic data). Do not associate individual faculty names with gender and race/ethnicity data.

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#### **10. Faculty Research/Scholarly/Creative Activity**

Provide a listing of research, scholarship, or creative activity, and external grant proposals submitted and funded for each member of the faculty during the previous five years (see Faculty 180; attach table including this information, if needed).

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Provide a listing and amount of other externally generated funds that supports program activities (e.g., gifts and sponsored awards; Development).

Provide a listing of faculty teaching awards (internal and external), and fellowship/academy inductions (AAAS, NAS, NAE, NAM, etc.) received by faculty member during the previous five years.

## 11. Faculty Contributions to Program

Faculty/student ratio, average course load (specify undergraduate and graduate course-loads), average thesis/dissertation load per faculty member and distribution across department (attach table including this information, if needed).

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## 12. Facilities

Provide a description of the space (classroom, research, offices for faculty and graduate students, social/community space, etc.), laboratory and instructional equipment, and library and computer resources that facilitates programmatic activities (attach table including this information, if needed).

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## 13. Comparison to Peers

**(Provide content for each program housed within the academic department)**

List 2-5 peers that would be considered the closest peers to your program.

How is your program distinct from programs at peer institutions?

List 1-3 “aspirational” peers and describe what aspects of these programs that your program would like to model.

#### **14. Rankings**

Provide information regarding program recognition or national/international rankings (include a brief description of entity providing recognition or ranking).

## 15. Program Direction

Map out the program's preferred direction over the next five years including goals and aspirations that the faculty have for the program, goals for program improvement, new approaches to recruiting or supporting students, new or expanded research and curricular thrusts, etc. The plan should be within the context of current resources allocated to the program or resources generated through college or program activities.

What do you foresee are the 3-5 major challenges facing your program and how do you envision overcoming these challenges (describe support you may need from department, college and/or institution)?

How can the university administration assist your program in successfully addressing these goals?

## 16. Curriculum

Provide or attach degree requirements, program structure, current courses, etc. (can copy & and paste from course catalog; attach table including this information, if needed).

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- 17. Please attach report of most recent external review report, feedback provided by Academic Affairs, action plan submitted to address any significant concerns highlighted during most recent review and a brief discussion regarding progress made to address concerns to date. You may disregard if this is your first review**