**University of Louisville**

**Academic Program Review**

**Five-Year Progress Report Instructions**

U of L's academic program review process examines the goals, structure, performance, and needs of the academic programs offered by the university.

The university is accredited by the Southern Association of Colleges and Schools (SACSCOC). SACSCOC views the program review process as one measure of institutional effectiveness. Nationally, the accreditation process is undergoing significant change in response to concerns expressed by the federal government and increasing calls for accountability. Additionally the CPE has made changes to their process that will require more frequent reviews.

As a result of these external expectations, the university program review cycle, which has ranged from 7 to 10 years, has been adjusted to include a 5-year progress report. A full academic program review will still take place every 10 years.

The 5th year process is an opportunity to assess the progress of the program overall and specifically the plan for improvement. The primary focus is on the Plan for Improvement approved in the last full 10year review and progress on achieving the stated goals and objectives.

The progress report narrative should be approximately **5 pages, not including appendices.**

The Academic Program Review template for the progress report outlines the information that is to be addressed in the program narrative.

The 5-year report is to be accompanied by a program Cover Page and completed and signed Dean’s Checklist indicating review and approval of the report and any other observations/comments (both of these documents can be found at <http://louisville.edu/oapa/academic-program-review-process>). Please also include a list of any attachments at the end of the report.

The 5-year Program Review Progress Report is **due on March 1.**

**Forward an electronic copy of the report and attachments to:**

**Connie Shumake**

**Assistant University Provost**

**Office of Academic Planning and Accountability**

[**ccshum**](mailto:ccshum01@louisville.edu)[**01@louisville.edu**](mailto:01@louisville.edu)

**or**

**Joanne Webb**

**Office of Academic Planning and Accountability**

**Assistant Director of Accreditation and Academic Planning**

[**jwebb@louisville.edu**](mailto:jwebb@louisville.edu)

**Five-Year Progress Report**

**Due: March 1**

Send electronic copy to Joanne Webb ([jwebb@louisville.edu](mailto:jwebb@louisville.edu))

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| Program Name (including degree): |  | Name of person(s) completing report: |  |
| Program CIP Code: |  | Submission Date: |  |

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| Is a completed Dean’s Checklist attached to this report? (yes/no) |  | Is a list of attachments provided in question #9 (if applicable)? (yes/no) |  |
| Is a completed Program Cover Sheet attached to this report?  (yes/no) |  |

**SharePoint site with statistical overview data (Authorized Users Only)**

**<https://sharepointsecure.louisville.edu/sites/OAPA/accred/Program%20Review/Forms/AllItems.aspx>**

*Select the 2016-17 folder, then select your college/school, and select the appropriate program folder.*

In the 5-year review, the program is to show progress on the goals it outlined in the prior 10-year program review. In answering the questions below, provide an update on the program's previous Plan for Improvement, using the statistical overview data posted to SharePoint where appropriate.

Be sure to provide an update on each goal in the program's previous Plan for Improvement.

In each question below, please address each degree level covered by this report (i.e., undergraduate, graduate, doctoral, certificate).

**The program review progress report should be approximately 5 pages, not including attachments.**

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| 1. List primary program goals outlined in the previous ten-year Plan for Improvement.   The previous Plan for Improvement can be found in your program's " Past Program Reports and SLOs" folder in Sharepoint.  If the previous review doesn’t contain a Plan for Improvement, develop one in this report. Also break out or establish goals for each program level if they are not already outlined in the previous Plan for Improvement. |
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| 1. Describe actions the program has taken to accomplish the goals outlined in the previous Plan for Improvement and/or measurable strategies to achieve the goals in the future. Where possible, separate any changes or new plans by the degree level(s) covered in the report (i.e., undergraduate, graduate, doctoral, certificate). |
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| 1. Describe any changes that need to be made to the previous plan for improvement (deletions or addition of goals). Include explanations for why you are making the change(s). Separate any changes or new plans for improvement by the degree level(s) covered in the report (i.e., undergraduate, graduate, doctoral, certificate). |
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| 1. Describe any efforts to expand grant, scholarly activities, or research associated with the program. |
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| 1. Discuss the impact of the 21st Century Initiative, Ideas to Action, Signature Partnership, Sustainability, or other institutional efforts on current and future program plans. |
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| 1. The CPE Ten-Year Program Review template requires programs to report data on job placement of graduates, as well as employer, graduating students, and alumni satisfaction. The program will need to begin planning now to address those questions. Describe existing processes for collecting this data and/or plans for collecting this information before the Ten-Year Review. |
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| 1. Discuss program trends in the following areas: enrollment, degree production, credit hour production, faculty size. See the data posted in the program's "3. Data" folder in Sharepoint. |
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| 1. Provide any other information of note about the program. |
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| 1. If attachments are attached to this report, list them here. |
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