

Explanation of Sharepoint Folders

Reports are to be completed and saved in the "4. Current Program Review Report" folder in your program's Sharepoint 2015-16 folder. Please notify Joanne Webb (jwebb@louisville.edu, Office of Academic Planning and Accountability [OAPA]) when your final report has been saved in Sharepoint.

Units and departments are to set earlier deadlines for internal review (chairs and deans) before finalizing the reports to meet the deadline.

To work on your program's review report:

A. Click on the Sharepoint link below and locate the current year, your unit, and then your program's folder:

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

B. Your program's report template (already populated with program name, degree, and (for 10-year reviews) some data is available in folder number 1 ("10-Year Review Instructions and Template"). Use this pre-populated template to work on your report. For the ten-year review OAPA has provided directions and information directly in the template to help you with completing the report (highlighted in yellow).

If you have already begun working on your report using the template shared with you during the orientation meeting, copy that text into the pre-populated template saved in Sharepoint.

Programs must use the official data provided by Institutional Research and Planning (IRP) (available in Sharepoint). If the data provided in the template or Sharepoint data folder appear to be incorrect, please contact OAPA to coordinate the preparation of accurate data. Do not change the data provided in your report template until you have cleared it with OAPA.

C. Explanation of Sharepoint folders.

1. **Review Instructions and Template** (will contain different documents depending upon the type of review)

- **1. Explanation of Sharepoint Folders** (a copy of this memo)
- **2. Report Template Explanation** (an annotated version of the 10-year report template with guidelines for completing each of the sections)
- **Your program's report template(s)** (populated with some of your program's data and containing some instructions on completing tables; you should complete a report for each template in this folder)

- **A cover page template** (please complete this cover page for your review (one cover page for each CIP code)
- **A Dean's Checklist template** (once your report is completed submit it to your unit dean along with this checklist for dean review and checkoff).

2. Past Program Reports and SLOs

- In this folder you will find your program's previous Academic Program Review reports, related correspondence, and SLOs.
- Programs in the College of Education and Human Development should access their SLOs in LiveText.

3. Data

In this folder you will find the following data provided by Institutional Research for use in the program review.

Ten-Year Reviews

Note: we have pre-populated some of the data tables in your report template--please do not change that data. If the data appear to be inaccurate, you can use the line listing files (#4 files below) to double check. If the data still appear to be inaccurate, contact OAPA.

Note: the numbering of the items below is intentional and matches the numbering in Sharepoint. The numbers are being used as an organizational tool--for example, all files beginning with a "4" are line listing files.

1. Statistical Overview
2. Financial Report Breakout
2. Financial Report General
3. Time and Credit to Degree

The files below are line listings for double checking the data provided in the pre-populated data tables in your report template and the Statistical Overview and Time and Credit to Degree files in Sharepoint.

4. Degrees and National Student Clearinghouse (NSC) Data [NSC data can be used to determine if your graduates went on to graduate school. Columns P-S in this file will tell you what school and degree the student is pursuing. You will need to judge whether the school and degree are appropriate as a next educational step for your graduates.]

- 4. Enrollment
- 4. Faculty
- 4. SCH [Student Credit Hour data]

- 5. Survey Data [QMS, Recent Graduate Survey; Graduation Card Survey, etc.

- 6. Program Inventory [for the Program Demand/Unnecessary Duplication section of the report. If there are programs similar to yours in Kentucky within the same CIP code, they will show up in this list. If you don't have this file in your Sharepoint folder, then there are no programs similar to yours in Kentucky.]

Five-Year Reviews and Interim Reports

Note: the numbering of the items below is intentional and matches the numbering in Sharepoint. The numbers are being used as an organizational tool--for example, all files beginning with a "4" are line listing files.

- 1. Statistical Overview
- 2. Financial Report Breakout
- 2. Financial Report General

The files below are line listings for double checking the data provided in the pre-populated data tables in your report template and the Statistical Overview and Time and Credit to Degree files in Sharepoint.

- 4. Enrollment
- 4. Degrees and National Student Clearinghouse (NSC) Data [NSC data can be used to determine if your graduates went on to graduate school. Columns P-S in this file will tell you what school and degree the student is pursuing. You will need to judge whether the school and degree are appropriate as a next educational step for your graduates.]
- 4. Faculty
- 4. SCH [Student Credit Hour data]

4. Current Program Review Report

This is where you will save your completed review. The completed review and any attachments

- Review Cover Page

- Dean's Checklist (The dean is to review the report and complete the Dean's Checklist providing his/her assessment of the program, feedback on the review report and any comments or recommendations related to the Plan for Improvement is to accompany the submission. The program review is not complete until the Dean's letter has been submitted.

When you have finished your Program Review Report (and your Dean and Chair have reviewed it), save the report and the dean's letter in this the "Current Program Review Report" folder. Name it "program name degree --date." Notify Joanne Webb (jwebb@louisville.edu) when all documents have been saved in this folder.

5. Program Review Committee Feedback

OAPA will save Academic Program Review Committee feedback on the program's submitted report in this folder once it's available.

Thank you for your work on the Academic Program Review.