

Program Review Committee
Committee Reviewer's Feedback
PhD Interim Report

Date: _____

Review Year: _____

Committee Reviewer: _____

CIP Code: _____

Program Name(s)	Degree Level(s)

Note: the Interim Review consists of the following components:

- Interim Report template (Word document)
- Funding Sources (Excel document)
- Budget Expenses (Excel document)

Review Steps

1. Read through the program review submission (Word document and two Excel documents). Mark-up the electronic versions and add comments for the program where needed. Use the Reviewers Checklist at the bottom of this template to help you identify areas that need further work in the report.

We will share your marked-up version of the report documents and this completed feedback template with the program representatives in advance of the committee meeting, and the program will use these documents and the committee discussion in completing its revision.

2. After reading the report, you are to summarize in the box below major areas of the report that need to be strengthened before submission to CPE. You may list as many items as you wish, but we ask that you focus on major areas of concern--the program can access information on smaller items in the comments you made in the report itself. Be sure to add positive feedback as well. Also note any steps the program needs to take to prepare for future program reviews.

Be prepared to lead a discussion in the committee meeting around the important areas you have identified. In the meeting, you will lead the committee through the marked-up version of the program review submission, focusing only on the major areas you highlight in the boxes below.

In general, you should consider the following data provided by IRP to be accurate as included in the report.

- Enrollment
- Degrees Conferred
- Credit hour Production

<p>Please cite relevant page and section numbers for your comments.</p> <p>Please also comment on the two budget spreadsheets (Breakdown of Budget Expenses and Funding Sources)</p>	<p>Page/Section</p>
<p>a)</p> <p>b)</p> <p>c)</p>	

Feedback to Guide Future Planning and Program Improvement

3. In the box below, please summarize program trends, challenges, issues, or concerns related to the program as it exists within UofL’s mission, strategic planning, initiatives, or program expectations (especially focus here on the UofL-related portions of the report--i.e., B. Program Quality and Student Success; trends related to enrollment changes or degrees conferred; or any other information specifically related to the program within UofL). Please also list positive program efforts.

<p>Please cite relevant page and section numbers for your comments where possible.</p>	<p>Page/Section</p>
<p>a)</p> <p>b)</p> <p>c)</p>	

Reviewer's Checklist

As you read through each component of the report, reference the component number below for ideas of the type of information you should find in that section of the report. For any items that you would answer “some” or “no” you should add a comment in the marked-up version of the report (or in the items row below, highlighted with red text) asking the program to address the missing information in its revision.

Report components highlighted in gray will be reviewed by OAPA.

A.	Program Quality and Student Success	YES	SOME	NO
1	Does this section describe assessment results from the past three years and explain how these results have been used to make improvements to the program?			
2	Does this section describe any external awards or other recognition of the students, faculty, and/or program from the past year?			
3	Does this section compare the student and employer demand over the past three years to the demand outlined in the original program proposal posted to KPPPS?			
4	Does this section include the job placement data for program graduates?			
	Are data included for each area listed?			
5	If this program leads to licensure or certification, does this section include students' pass rates on licensure/certification exams?			
6	Does this section provide the number of students enrolled and the number of graduates for the past academic year?			
B.	Cost and Funding	YES	SOME	NO
1	Does this section provide the program's student credit hour per instructional faculty FTE for the past year?			
	Has the program explained how it calculated SCH per Instructional FTE? (i.e., how it determined which faculty to count, how it included part-time faculty, and the formula used for the calculation.)			
2	Does this section provide brief descriptions of all funding sources that are not from state or tuition sources?			
3	Did the program complete the budget spreadsheets (Breakdown of Budget Expenses and Funding Sources)?			
C.	Budget Sheets (Excel documents)	YES	SOME	NO
	Funding Sources			
	1. Are all items completed in this sheet?			
	2. Do any of the numbers need explanation?			
	3. What questions do you have for the program about funding sources?			
	Budget Expenses:			
	1. Are all items completed in this sheet?			

		2. Do any of the numbers need explanation?			
		3. What questions do you have for the program about expenses?			