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Program Name: [Click here to enter text.](#)

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INSTRUCTIONS

Delete these instructions before submitting the Self-Study Report.

This template contains all the chapters required for the Self-Study report, and the sections within each chapter.

1. All sections must be completed. If a section is not relevant to your program, complete the section with an “N/A.”
2. Do not change the heading styles as this will affect the Table of Contents.
3. To update the Table of Contents:
 - a. Click anywhere on the table of contents
 - b. Click the “Reference Tab” in the toolbar
 - c. Click “Update Table”
 - d. Click “update entire table” when asked
4. Save document with a file name that includes the program name, Self-Study Report, and report date (e.g. Public_Relations_SSR_Jan_16_2016)

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Chapter 1. Program Overview

This chapter provides a brief description of the program, its history and the scope of the review.

Program Description

Click here to enter text.

Brief History of the Program

Click here to enter text.

External Accreditation

Click here to enter text.

Scope of the Review

Click here to enter text.

Chapter 2. Program Currency and Connections

This chapter assesses the program’s competitiveness as well as its connections with the discipline/sector, other academic units, and the community (as applicable). It also assesses student demand for the program.

Competitive Context

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Program’s Connections to its Advisory Board

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Program’s Connections to the Discipline/Sector

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Program’s Connections to Other KPU Academic Units

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Program’s Articulation and Credential Recognition Processes

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Program’s Public Information and Community Outreach

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Student Demand for the Program

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Summary and Recommendations

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Chapter 3. Quality of Curriculum Design

This chapter examines the quality of the program's curriculum. (The workbook [Guide to Curriculum Review: Tuning the Curriculum](#) provides additional information on curriculum assessment and should be referred to throughout.)

Assessment of the Curriculum

Overview of the Program

Click here to enter text.

Program Competencies

Click here to enter text.

Essential Skills

Click here to enter text.

Learning Outcomes

Click here to enter text.

Credential-Level Specifications

Click here to enter text.

Degree-Level Standards (if applicable)

Click here to enter text.

Admissions and Prerequisites

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Student Satisfaction with the Curriculum

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Faculty Satisfaction with the Curriculum

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Career/Further Education Preparedness

Career Pathways

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Alumni Preparedness for Work/Further Education

Click here to enter text.

Discipline/Sector Feedback

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Curriculum Development and Review Processes

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Summary and Recommendations

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Chapter 4. Quality of Instructional Design

This chapter assesses the quality of the program's instructional design.

Delivery Modes

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Assessment Methods

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Student Experience

Grade Distribution

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Retention and Graduation Rates

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Student Outcomes

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Student Satisfaction with Instruction

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Faculty Experience

Expertise and Qualifications

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Faculty Satisfaction with Instruction

Click here to enter text.

Summary and Recommendations

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Chapter 5. Quality of Services, Resources and Facilities

This chapter assesses program services, resources and facilities from both the student and instructor perspective.

Description of Program Resources, Services and Facilities

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Student Satisfaction with Program Resources, Services and Facilities

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Faculty Satisfaction with Program Resources, Services and Facilities

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Summary and Recommendations

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Chapter 6. Conclusions and Recommendations

This chapter summarizes the main conclusions drawn from the evidence gathered in the program review. This summary should include both the strengths of the program, and areas needing improvement. A complete list of the recommendations listed in the chapters above should also be provided.

Summary of Conclusions

[Click here to enter text.](#)

List of Recommendations

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Chapter 7. Responses from the Dean/Associate Dean

Program Overview

What do you see as the program's greatest accomplishments over the last 5 years?

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Does the program adequately fulfill the purpose for which it was intended? If not, how can it be improved?

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How does the program's curriculum support the following:

- graduates' pursuit of meaningful employment and further education
- the viability and continued development of the program

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What challenges and opportunities for growth should the program consider based on the following?

- student demand (past, present and future)
- comparable programs at competing institutions
- trends and changing contexts in the discipline/sector

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What plans (departmental, faculty and institutional) are in place for program growth and development?

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What resources, institutional support, and/or external support would help address the program's plans for growth and development?

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Collectively, what qualifications and other human resources are required so the program will be able to make the changes required to improve and remain current?

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What areas should the program focus on for the short range (< 6 months), mid-range (6 mo. – 2 years), and long range (>2 years) program directions and improvement?

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External Connections and Support

How could the program improve its connections with external groups (e.g. the discipline/sector, high schools, alumni, professional associations, other institutions)?

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Final Comments

What else do you think is important to add about the program that is not covered in the previous questions?

Click here to enter text.

Chapter 8. Appendices for Self-Study Report

Provided in separate document.