

## **KBOR DETAILED PROGRAM REVIEW REPORT**

*The purpose of periodic program review is to facilitate improvement of academic programs and, thereby, the overall strength and reputation of KSU. Program review serves the purpose of attainment of future goals, fresh curricula, and meeting the needs of students, faculty, and Board of Regents.*

Departments will provide information on their instructional, scholarship, and service activities and programs. Deans will have received a detailed Statistical Overview prepared by the Office of Planning and Analysis. Therefore, the Departmental Program Review Reports (PRR) does not need to provide information contained in the Statistical Overview. In preparing the Detailed PRR, the Colleges and Departments need to be aware of degree standards for number of majors, number of degrees granted annually, number of faculty supporting a degree, and the quality of undergraduate students suggested by the BOR. After a review of the Program Review Report and the information in the Statistical Overview by the College Dean, Graduate School Dean and CCOP, additional information may also be requested.

### **Outline of Common Information for Detailed PRR by Department**

The following list of materials will be prepared for all academic Departments or programs being evaluated in an annual cycle. This report is considered the Detailed Program Review Report (PRR) and is submitted to the College Dean for review and comment.

#### **I. Introduction**

- A) College, Department, and date.
- B) Person(s) responsible for preparing the report.
- C) Brief description of the Department.
- D) Brief history of the Department.
- E) A listing of all degrees offered by the Department by CIP code.

#### **II. Departmental Purpose**

- A) Brief mission statement.
- B) Brief statement of the centrality of the Department and its academic degrees to the College, University, and State.
- C) Brief statement of the uniqueness of the Department's academic degrees to the College, University, Regents System, State, Region, and Nation.
- D) Brief account of the Department's goals for academic degrees for the next 7 years. In addition, if the program is NOT meeting the KBOR criteria standards, a brief description of the goals and initiatives implemented to improve, and recommendations to either retain or discontinue the program(s) must be included.

#### **III. Program Descriptions**

- A) Identify the major instructional, scholarship, and service responsibilities of the Department. Include interdisciplinary programs where appropriate.

B) Provide a brief description of the facilities and equipment for the Department.

C) Provide information on any special information resources and services (e.g., library collections).

D) Briefly indicate the Department's contributions to general education.

E) Briefly indicate the Department's role in providing instructional services to students outside the Department.

#### IV. Self Evaluation of Faculty and General Programs

Briefly describe the quality of the faculty teaching, research/scholarship, service, and extension/outreach activities.

#### V. Self Evaluation of Academic Degree (s)

The following steps should be repeated for each CIP degree and cover all levels of the CIP degree: Bachelor, Master's and Doctoral.

A) Briefly describe the quality of the academic CIP degree.

B) Briefly describe the quality of the students in the CIP degree.

C) Briefly indicate the student demand for the CIP degree.

D) Briefly indicate the employment demand for students in the CIP degree.

#### VI. Cost Effectiveness

The program's cost-effectiveness should be discussed in terms of the size and quality of the degree program relative to its costs. Costs are the faculty time required to offer the necessary courses for majors, the support and equipment required for students, and the necessary infrastructure to produce a high quality degree.

### **List of Potential Additional Information**

The following list of materials includes examples of the types of additional information that may be requested of the Office of Planning and Analysis by the College Dean, Dean of the Graduate School, and/or CCOP. This information may be needed to deal with special cases, problems, or future opportunities for the Department.

1. Adequacy of resources.
2. Comparative advantages.
3. Unique future opportunities.
4. Explanations of enrollment trends (e.g., increases or decreases).
5. Further information on special programs.
6. Details about sub-specialties within a degree program.
7. Further information about program duplication.
8. Details on interdisciplinary programs.
9. Future research opportunities.
10. Information on economic development activities.

11. Clarifications on program quality.
12. Explanations about low numbers of majors in a program.
13. Explanations about low and/or slow graduation rates.
14. Further information on faculty involvement with degree programs.
15. Details on faculty scholarship activities.