1. **Mission, Centrality, Uniqueness – What do we do and why do we do it**
   Centrality of the degree program to fulfilling the mission and role of the institution
   - Brief mission statement.
   - Brief statement of the centrality of the Department and its academic degrees to the
     College, University, and State.
   - Brief statement of the uniqueness of the Department’s academic degrees to the
     College, University, Regents System, State, Region, and Nation.

2. **Strengths, productivity, and qualifications of the Faculty – Who does it (faculty profile)**
   - Number of Faculty with Terminal Degrees explaining if program does not meet the
     minima:
     - Bachelor program minimum = 3
     - Master’s program minimum = 6 (*unless just masters, then 3*)
     - Doctoral minimum = 8 (*unless just doctoral, then 5*)
   - Effective teaching (class size, use of appropriate technology).
   - Research/scholarship activities, grant proposals.
   - Service and extension/outreach activities.
   - Special awards and recognition.

3. **Quality of Curriculum and Impact on Students – How well do we do it and who thinks so**
   (summary of learning assessments, student profile, productivity, placement rates, national
   rankings, awards)
   - Quality of the students in the degree program (admissions qualifications).
     - (undergraduate programs) Average ACT composite score
• Enrollment trends (e.g., increases or decreases)
  o Number of Majors (*Five Year Average*) explaining if program does not meet the minima:
    ✓ Undergraduate minimum = 25 (Juniors and Seniors)
    ✓ Masters minimum = 20
    ✓ Doctorate minimum = 5

• Describe sub-specialties within a degree program.
• Summarize student learning achievements documents through learning assessments and curricular improvements initiated over the 5 or more years.
• Awards and recognitions of students in the program.
• Accreditation/external reviews
• Graduation rates - Number of Degrees Granted (*Five Year Average*) explaining if program does not meet the minima:
  ✓ Bachelor minimum = 10
  ✓ Masters minimum = 5
  ✓ Doctoral minimum= 2

4. **External Demand – Demonstrated student need and employer demand for the program**
• Types of employers
• Types of positions – projected employment needs
• Areas of the country employed
• External indicators – employer survey, societal demands, evaluation of program by alumni

5. **The service to the discipline, the university, and beyond**
• (*undergraduate only*) Department’s contributions to general education
• Service courses provided for other majors
• Consulting, services, and resources to constituents (e.g., conferences, clinics, professional development, etc.).

6. **Cost Effectiveness and program needs**
• Size and quality of the degree program relative to its costs.
• Faculty time required to offer the necessary courses for majors.
• Support and equipment required for students.
• Infrastructure to produce a high quality degree.

7. **Major Achievements or Accomplishments and Major Challenges or Issues**
• Major achievements or accomplishments from the last review.
• Major challenges or issues experiences in the past 3-5 years.
• Improvement plans for the next 3-5 years (*ties to strategic plans*).
• Recommendations of program needs to meet future improvement goals.
• Internal review – brief description of the process to review the program