Program:	
Program Director/Coordinator Name:	
Program Self-study Contact: (*if different from above*)	

Program Overview

> **Supplemental Information to Inform Reflection**
> - Summary of programming available online and at locations off the main Orlando campus

1. Provide a hyperlink to the program's mission or state it below. If the program's mission is identical to the department's mission, you may respond by simply saying so. (Note: program mission is a comprehensive statement that describes the purpose(s) of the program, including its main functions, activities, and stakeholders; it is included as a component of the program's institutional effectiveness student learning outcomes assessment plan)

2. Refer to the supplemental summary above and review the proportion of the program available online and the list of locations off the main Orlando campus where a substantial proportion of the program is offered face-to-face. Discuss any plans for reduction or expansion of online or off-campus program offerings, if applicable. Note any niche opportunities.

3. If applicable, discuss the degree program's state-approved "limited access" or university-approved "restricted access" status. Note the reason(s) why limiting or restricting access to the program remains necessary (undergraduate programs only).

   If the program is an approved limited or restricted access program, provide the program's criteria for admission; otherwise, indicate not applicable.

4. If the degree program enforces a graduation requirement that requires a GPA higher than the university's 2.0 minimum standard for "good academic standing," please provide the rationale.

5. [Click here](#) to review the state-approved lower-level common prerequisites for the degree program. If the degree program is not in compliance, please explain in detail how it will be updated during fall 2017 to bring it into compliance for 2018-19. (undergraduate programs)

6. If the program has received authorization by the Florida Board of Governors to exceed the 120 credit hour maximum for a baccalaureate degree program, please articulate the rationale for the additional hours required and affirm whether or not those hours remain necessary.

7. Describe any combination programs (e.g., accelerated, dual, or joint degree programs) in which the program participates with external higher education partners. Provide a summary of enrollments spanning 2014-15 – 2016-17. Identify the target population, rationale for the program, and reflect on its relative success to date.

Student Engagement & Achievement

8. Describe opportunities for students in the program to engage in research and creative activities.

9. Describe any student internship opportunities and indicate if they are required or optional. If optional, discuss participation rates.

10. Describe any other engagement activities available to students in the program (e.g., service learning and study abroad) and indicate if they are required or optional. If optional, discuss participation rates.

11. Does the unit or program currently collect any of the following information regarding program graduates? If so, please provide recent data in that regard and incorporate appropriate reflection.
    o Job placement rates and employer information
    o Employer satisfaction
    o Graduate school placement and caliber of graduate schools

Contributing Faculty Overview

Supplemental Information to Inform Reflection
1. Seven-year department trend data (faculty counts and FTE) http://ikm.ucf.edu/academic-programs/program-review/
2. *Contributing Faculty Activity Worksheet* completed by the department for the review
3. List of **noteworthy** awards and achievements accomplished by department faculty members since 2013
4. List of **significant** professional service activities undertaken by department faculty members since 2013
5. department/unit faculty workload policy
6. department/unit faculty annual evaluation standards and procedures
7. department/unit (or college) promotion and tenure criteria
8. department minimum teaching qualifications statement (Discipline Description)
9. current faculty CVs
10. distribution of instruction (by SCH and section)
    a. by faculty type (full-time versus part-time) and
    b. by faculty with and without a terminal degree in the field (undergraduate only)
- average 9-month faculty salaries by faculty rank, department and college
- overview of Faculty Cluster Initiative website

12. Review the faculty counts and FTE trend data provided by Institutional Knowledge Management. Discuss the degree to which department faculty members have the capacity to meet the program's goals and objectives; address the relative appropriateness of faculty mix to support

those undertakings (consider full-time vs. adjunct; academic ranks and tenure status; areas of expertise)

13. If there is concern about faculty capacity to achieve program goals, provide a future hiring plan that prioritizes needs.

SWOT Analysis and Planning

Supplemental Information to Inform Reflection
- benchmarking reports using Academic Analytics, if available

14. List program strengths.

15. List program weaknesses.

16. List program barriers, threats, and unique vulnerabilities (e.g., loss of one faculty member may result in inability to offer program).

17. Discuss potential opportunities in the following areas:

   a. actions to improve program quality

[ ]

b.   new ventures to increase demand or improve competitiveness (e.g., internal or external partnership opportunities)

[ ]

c.   actions to achieve productivity gains (e.g., recruitment, non-traditional instructional delivery systems)

[ ]

d.   actions to improve efficiency and reduce cost

[ ]

e.   other opportunities not addressed above

[ ]

18. Articulate key program goals and initiatives moving forward. Note how the Program Review Committee members or other university leadership can help in this regard.

[ ]

Other *(Optional)*

19. If necessary, please use the space below to provide any information not addressed elsewhere in the self-study that you think important to inform the review of this program.

[ ]