FIT State University of New York

Note to Programs:

The Office of Institutional Research and Effectiveness (OIRE) developed this template to assist with self-studies, and will populate the template with information it has on hand in some areas, per the latest version of the Academic Program Review (APR) Guidelines. In other cases, the data will be provided to the programs separately, and the self-study writers will review and synthesize in the relevant section.

Each section has brief instructions in gray font. The instructions in gray should be deleted as programs fill out the section. Refer to the Guidelines for more detailed instructions.

 A substantially complete draft should be submitted to OIRE before final site-visit arrangements are made, so that it can ensure that the program is prepared for the visit. The complete self-study and appendices are sent to reviewers two weeks prior to the site visit.

Appendices to include in self-study report:

As described in the APR Guidelines, appendices are to be used within specific sections of the self-study. These are

- Appendix A: Program Application, Enrollment and Student Outcomes*
- Appendix B: Faculty CVs
- Appendix C: Course descriptions and course learning outcomes
- Appendix D: Syllabi/course outlines, for key classes.
- Appendix E: Assessment reports/results
- Appendix F: Student survey results

*Data workbook provided by OIRE

FIT **State University of New York**

Program Name:

Date:

A. Program profile

Mission Statement and Related Information

Review mission statement to ensure it is current. After the mission statement, related information such as a vision statement or website descriptions may be included.

Program History

Provide a brief history of the program, including when and why it was originally founded, and any major changes to the program (e.g. change in degree level, name, etc.). Note the last time the program was reviewed, discuss the major findings at that time, and discuss any changes made to address those findings.

Program at Present

Discuss the program at present, keeping in mind that some areas are discussed elsewhere in the self-study. This section is a good place to discuss elements of the program that are essential to understanding it but are not discussed elsewhere, such as unique aspects, student activities, its relationship to industry or its advisory board, etc. In addition to whatever you'd like to communicate to the reviewers, please cover:

- Provide an overview of any recent major changes to the curriculum or changes in progress that may be relevant to the review; detailed discussions of changes to individual courses, etc. should be saved for the curriculum section, so that reviewers can see the curricular grids first.
- Describe any program-related student activities, competitions, etc.
- Discuss admissions and enrollment, found in Appendix A of the self-study template. Please address the following questions: Does the application/acceptance/enrollment data indicate a sufficient pool of interested and qualified students to maintain current levels of enrollment and degrees awarded? Please comment on any relevant issues related to admissions and enrollment.
- Discuss program diversity (see Appendix A) as well as any efforts to support diversity, equity and inclusion, in terms of student diversity, curriculum, etc.

Program Future Directions

Does the program have any changes planned for the future? Where does it see itself going?

Resources (faculty, specialized skills, trends, budget, facilities and equipment, technology)

Faculty

List all full-time and adjunct faculty members, including classification, rank, highest degree, years teaching at FIT, and specialization; see Guidelines. Full-time faculty CVs must be provided in an appendix; part-time faculty CVs are optional.

Faculty Trends

Present five years of trend data on employed faculty (full-time and adjunct reported separately). Briefly discuss the reasons for fluctuations, if any. Discuss the faculty's mix of knowledge, experience, and disciplines and whether any enhancements to the mix are recommended.

Faculty Development and Accomplishments

Discuss the activities and processes faculty members engage in to improve their own teaching and keep current in their disciplines. Faculty research, grants, and awards may be discussed here when relevant.

Facilities, Equipment, and Information Technology

List the facilities, equipment, and information technology currently used by the academic program, noting any specialized features. Discuss how well they meet the program's needs. Discuss needs that have not been met, as well as long-term space requirements.

Library Resources

In consultation with the assigned library liaison, summarize the specific library resources (print, non-print, and services) available to support the program. Discuss how well the library resources meet the program's needs. Have the resources kept current with curricular and other changes, and are any additional resources necessary for the program's future?

Librarian liaison can draft this section.

Budget

Insert **OTPS** budget here, as well as any restricted accounts managed by the department. Explain any aspects of the budget that are not transparent. Discuss how the budget supports the program.

B. Learning outcomes, program requirements, and curriculum map

Program Learning Outcomes

OIRE will insert

The program may want to review the program learning outcomes as part of this process, to ensure they are still current; please note that any changes to program learning outcomes should be sent to the Executive Director of Institutional Research and Effectiveness, who can provide input and also ensure that the updated outcomes are posted on FIT's website.

Program Requirements

OIRE will insert from catalog.

Curriculum Map

OIRE will insert version on file.

Program should review curriculum map to ensure that it is up-to-date. Course learning outcomes on file can be found in the appendix.

Curricular Revision History

if there have been changes to a course that are not reflected in the CIM history, please note on the chart.

Curriculum Discussion

Provide a _brief_ explanation regarding the curriculum for each degree, as well as reflections as to how the curriculum is working, etc. For programs with multiple cohorts: please describe methods used to ensure comparable learning outcomes across multiple sections of a course.

C. Assessment of Program Learning and Student Outcomes

Review of Recent Assessments of Program Learning Outcomes

See Academic Program Review Guidelines for directions on filling out chart. Attach most recent two Annual Program Learning Outcomes Assessment reports (or two years of ACBSP assessment) in an appendix.

Please include information for each academic degree or certificate under review.

Assessments Completed	Academic Year	Degree/Learning Outcomes covered by assessment	Findings of assessment (in brief)	Improvements or changes taken as a result

Provide a narrative discussion that reflects on the assessments of student learning done by the program.

- What evidence does the program have that, overall, students are achieving the desired learning outcomes?
- What learning outcomes are particularly strong for students? Which learning outcomes are students less successful at achieving?
- How has the program used assessment evidence to improve student learning since the last review? If curricular, pedagogical, or other changes have been made by the program in order to improve student learning, what evidence does the program have in terms of whether the changes have been successful?
- Does the program notice any gaps in student achievement between diverse groups of students? Programs may define diversity in different ways depending on issues with the program – race/ethnicity, gender, transfer students vs. non-transfer, etc.

D. Student Survey Results

Discuss results of student surveys here, and included one set of results as an appendix. Programs without recent student survey results should complete one with the assistance of OIRE as a part of this process.

E. Student Outcomes

Retention and Graduation

Please comment on the following: Do the retention and graduation rates indicate that students are succeeding in the program, or are they encountering obstacles in their degree completion efforts? (Data found in Appendix A of template provided).

Employment Information

Please provide any information the program has documented or has received from FIT alumni surveys regarding employment of graduates. What types of positions do students obtain? Does the graduates' employment information indicate that the program is preparing students for work after graduation?

F. Labor Market Profile

What impact do the employment projections for the major occupations related to the program, and the most in demand skills, have on the program?

G. SWOT Analysis

Include lists of the department's strengths, weaknesses, opportunities and threats, explaining each item in a few sentences. See Academic Program Review Guidelines for further information.

Additional Questions for Reviewers

List additional questions here; see Academic Program Review Guidelines for further information.

Preliminary Action Plan

Analyzing all the information gathered in the above sections of this self-study, the program should be able to identify areas that the program would like to focus on in the next 3 to 4 years in order to continually improve and meet overall program goals. The preliminary action plan should focus on actions under the program's control, with an emphasis on curriculum and those that can improve student learning outcomes. The actions should be ones that the program itself can undertake with current resources or a modest increase. On a second list, the program lists initiatives that are supported by the review and require substantial resource support.

Action (describe in steps)	What does it address? What is the intended effect,	Action Status: New as a result of self-study; currently planned; recently implemented

Resource Requests Supported by Self-Study

Budgetary Request	Cost	Already requested (R); already planned (P); or New (N)	How supported by self-study

Appendices

Appendix A: Program Application, Enrollment and Student Outcomes

(OIRE to insert from data workbook)

Appendix C: Faculty CVs

Required for full-time faculty; if the program would like to share adjunct CVs, please include as well.

Appendix C: Course Descriptions and Course Learning Outcomes

(OIRE to insert course descriptions from catalog and chart of learning outcomes for required courses)

Appendix D: Syllabi/Course Outlines for Key Classes

Appendix E: Assessment Reports/Results

Appendix F: Student Survey Results

(OIRE to insert)