DIRECTIONS FOR PREPARING PROGRAM REVIEW SELF-STUDY for
SPECIALLY ACCREDITED PROGRAMS

As stipulated in the Title 133 Series 10: HEPC Policy Regarding Program Review, section 5.3, specially accredited programs will submit the following information during the standard five-year cycle established by the Board of Governors.

All materials should be submitted electronically by December 15 of the review year to the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs. The following outline should be used in preparing the self-study.

I. Cover Page
   1. Program name
   2. College or school
   3. Date of most recent accreditation visit
   4. Date(s) of interim reviews (if any)
   5. Summary of recommendation(s) of specialized accrediting agency

II. A copy of the accreditation letter from the accrediting body.

III. A copy of the comprehensive institutional self-study conducted in compliance with the specialized accreditation or approval process.

IV. Assessment of Student Learning Outcomes and Program Outcomes
This section has two (2) parts. In Part A, you are asked about your Student Learning Outcomes. Some programs use the terms “Key Student Performance Indicators” or “Student Competencies.” This guide uses “SLOs.” Whatever term your program uses, these are statements specifying what you expect your students to know and be able to demonstrate upon completion of their degree.

In Part B, you are asked about your Program Outcomes. Program outcomes are goals or objectives departments set at a level above any given Student Learning Outcome. That is, program outcomes are aggregate expectations about students’ experiences and achievements during the program and students’ achievements upon completion of the program. Program outcomes may include, but are not necessarily limited to, the following:

- Graduates’ overall satisfaction with specific experiences during the program (e.g., capstone projects, internships, undergraduate research)
- Graduates’ placement (e.g., the percentage of graduates employed in positions related to the field of study or pursuing advanced degrees)
- Employer satisfaction with graduates’ job performance

Since your program is specially accredited and you have already submitted a self-study to your accrediting body, you are not required to write another
self-study for this BOG Program Review. Instead, for all items below, simply indicate the page numbers of your existing self-study where the requested information can be found. This will help the Undergraduate and Graduate Council members locate the required information and efficiently complete their examination of your program review submission.

A. Student Learning Outcomes
A1: List all Student Learning Outcomes.

A2: Specify the SLOs assessed during this program review cycle.

A3: For each SLO assessed this cycle, specify where students are provided the opportunity to demonstrate their achievement of that SLO and where assessment of your students' achievement is conducted. This could be a culminating course or program experience (such as a capstone course or research project). This could take place across courses (e.g., comparing your students' performance in a first or second year course to a course during the junior or senior year). This could be a required program activity such as an internship, practicum, clinical, etc.

A4: Describe how each SLO is measured. List the criteria by which you document that a student has:
   a) Not demonstrated achievement of that SLO;
   b) Demonstrated achievement of that SLO; and, if you choose,
   c) Exceeded your specified criteria for achievement of that SLO.

A5. Provide a summary statement about your students' achievement of each SLO assessed during this program review cycle. To what extent are your students meeting the criteria and demonstrating their achievement of each SLO? Be candid about any SLOs where students are not fully meeting expectations and where there is room for improvement.

A6: For SLOs where there is room for improvement, describe the changes you will make during the upcoming program review cycle to increase the likelihood of your students achieving those SLOs. Also describe your plan for assessing the impact of these changes on students' achievement of those SLOs.

A7: Include a timeline that specifies when these changes will be made and when the impact of these changes will be assessed.

B. Program Outcomes

B1: List all Program Outcomes.

B2: Specify the Program Outcomes assessed during this program review cycle.
B3: For each Program Outcome assessed this cycle, describe the method(s) by which that outcome is measured.

B4: Summarize your Program Outcomes during this program review cycle. To what extent is your program meeting its desired outcomes? Be candid about Program Outcomes with which you are not completely satisfied.

B5. For all Program Outcomes with which you are not completely satisfied, describe the changes you will make during the upcoming program review cycle to increase the likelihood of improved performance. Also describe your plan for assessing the impact of these changes on your program.

B6. Include a timeline that specifies when these changes will be made and when the impact of these changes will be assessed.

V. Mission
Provide a statement, no longer than a paragraph, describing how the program is consistent with the WVU mission (http://about.wvu.edu/wvu-facts) and strategic plan (http://strategicplan.wvu.edu/).

VI. Viability
Provide a statement, no longer than a paragraph, of program viability based upon enrollment trends, graduate placement, and other available data. The Office of Institutional Research can provide enrollment trend data.

VII. Program Necessity
Provide a statement, no longer than a paragraph, of program necessity based on the current and future prospects of the unit to attract students and sustain a viable, cost-effective program.

Special Note:
In preparation of the review of your program, if your program exceeds 120 credit hours. In anticipation of the HEPC's request, I am requesting you provide me with a curriculum rationale addressing the need for your program to exceed 120 credit hours. This statement will be included in the Program Review Report provided to HEPC in July. A one - two paragraph explanation is appropriate.