Graduate Program Prioritization Criteria and Questions/Elements

1. History, Development and Expectations of the Program
   
a. Provide, to the best of your ability, a brief description of the program’s history including the evolution of the program over the years. Describe specific changes that have been made to the program curriculum, changes to student demographics and the impact of these changes on the program, and efforts to recruit students to the program. If this is a new program, describe efforts to build the program and the progress of these efforts to date. (550 words)

   b. Is there anything else you would like us to know? (Issues you might choose to discuss could include visibility of the program, relationships the program has external to the university, changes in the economic support for the program, staffing, etc.) (150 words)

2. External Demand for the Program
   
a. Using the data provided, review and explain the relationship between the program and external factors that impact the:
      i. number of applicants and percentage of applicants accepted
      ii. 5-year enrollment trends (450 words)

   b. Which employers, institutions and/or communities benefit from this program? Describe how the program meets the needs of the state (e.g., economic, cultural, civic, etc.)? (150 words)

   c. Is there anything else you would like us to know? (Issues you might choose to discuss could include competition from local, regional, and other institutions.) (100 words)

3. Internal Demand for the Program
   
a. Using the data provided, please describe how courses in your program serve students in other programs. What percentage of students in your courses come from other programs? Please provide enrollment data for graduate courses offered by your department that are required for other graduate programs. (Some of your discussion in this section may be repetitive, but is important in understanding the internal demand for the program.) (100 words)
b. How is enrollment for your graduate program influenced by enrollment in your undergraduate program? Is there potential for a formal pathway between the two programs? (100 words)

c. How reliant are you on non-program students taking your courses? (100 words)

d. Does the program produce services needed by other parts of the campus (e.g. clinics, testing services)? (100 words)

e. Is there anything else you would like us to know? (100 words)

4. Quality of Program Inputs and Processes

a. Please provide a narrative of how the qualifications and assignments of your full- and part-time faculty align with and support the program. Please include a discussion of the challenges and successes the department faces in providing qualified faculty to meet the needs of the program. In those programs where it is appropriate, please discuss the integration of adjuncts into the program’s curriculum. (450 words)

b. Briefly describe the merits and logic of your curriculum. (250 words)

c. How dynamic is your program? Please identify and describe what procedures are in place to provide continued, regular evaluation and review (include formal and informal activities). Describe the impact of the review on the program and curriculum (e.g., FAAR data may be used as evidence, as well as other documentation of changes to the curriculum). (300 words)

d. Is there anything else you would like us to know? (Issues you might discuss could include the quality of your incoming students, or a comparison of your curriculum, courses, assessments, experiences to similar programs. How does your program better serve students than similar programs offered elsewhere?) (200 words)

5. Quality of Program Outcomes

a. How does your program use assessment data to ensure quality of student outcomes? Describe the quality of your program outcomes. (e.g., G.P.A., Student Opinion Surveys, course evaluations, alumni surveys, professional assessment/evaluation, other assessments, participation in groups or organizations that focus on pedagogy or andragogy. Insert a table listing your program outcomes. Note that the table does not count in the word limit). (900 words)
b. Is there anything else you would like us to know? (Issues you may choose to discuss could include preparing your students for employment or further scholarly pursuits. Where possible provide data driven examples, e.g., number of students who pass the licensing exam). (300 words)

6) **Size, scope and productivity of the program**

a. How many credit hours does the program generate? (table generated by OMIR)

b. What degrees or certificates are awarded? (This is a simple list of degrees and will list only one degree or certificate unless you are one of the programs approved to report your data in combination) (in table form with item c)

c. How many degrees or certificates have been awarded (five year data)?

d. Using the data provided, present and discuss the record of the graduate faculty in research/creative activity. (200 words)

e. What types of student or student/faculty research or creative activity have been developed and or produced (e.g., include theses, dissertations, special projects)? (100 words)

f. In your narrative discuss how all these data impact or have impacted the size, scope or productivity of your program. (200 words)

g. Is there anything else you would like us to know (this might include a discussion of equipment purchased solely for the purposes of the graduate program). (100 words)

7) **Revenue and other resources generated by the program**

a. What are the sources and how much revenue does the program generate through student enrollments?

b. What are the sources and how much additional revenue does the program generate through fees such as laboratory or special user fees? (50 words)

c. What are the sources and how much revenue does the program generate by services (e.g., external or to other programs)? (50 words)
d. In the narrative on this section discuss how the revenues and other resources impact the size, scope and productivity of your program? (100 words)

e. Is there anything else you need us to know? (You may wish to discuss grant activity, gifts to the University, etc.) (100 words)

8) **Costs and other expenses**

a. What are the total costs of the program? (table)

b. What is the ratio of costs to revenues? (table)

c. What investment in new resources does the program require? (200 words)

d. What demonstrable efficiencies exist in the way the program is operated (e.g., summer courses; cross-listed courses, etc.)? (100 words)

9) **Impact, justification, and overall essentiality of the program**

a. How does this program connect to the University’s mission statement and/or the Graduate School’s mission statement? (100 words)

b. How does this program respond to societal needs that the institution values? (e.g., producing a critical thinking, educated citizenry; improving the state’s workforce; meeting health care needs of the community, etc.)? (100 words)

c. To what extent does this program help the institution differentiate itself from similar programs at peer institutions? (100 words)

d. Is there anything else you would like us to know? (100 words)

10) **Opportunity analysis of the program**

a. Describe the external opportunities for strengthening your program. (300 words)

b. Describe the internal opportunities for strengthening your program. (300 words)