

Curriculum Committee
Program/Department Review

SELF-STUDY REPORT

Academic Program/ Department _____

Division _____

I. GENERAL OVERVIEW

- a. What is the purpose of the program?
- b. What are the broad learning objectives of the program and how are they communicated to the students?
- c. How do the program/department learning objectives support the college's mission?
- d. How does the program continue to meet regional and local needs?
- e. What is the curriculum for the program? (include a Curriculum Check Sheet)
- f. How are the standards for completion of the program communicated to the students?
- g. How are the General Education Competencies addressed in your program?
- h. How have issues of diversity been incorporated into the program? Consider classroom activities, course content, curriculum, contact with the community, and faculty member awareness activities.
- i. If the program is accredited by an external agency, what are the name of the agency and the date of the last accreditation?
- j. If the program is a joint or regional program, name the partner institution/institutions.
- k. Indicate how students are able to complete the program on a part-time basis during the day, evening, weekend, or by distance learning.
- l. How are day, evening, weekend and online courses integrated?
- m. How are students in the program provided with academic advisement?
- n. If the program/department has an advisory committee, how often does it meet? (Attach membership list and minutes of the most recent meeting)

- o. With what institutions do you have articulation agreements and what are the dates of these agreements? Have they been effective? (Attach copies of current articulation agreements)

II. PROGRAM/DEPARTMENT REVIEW

- a. How often does the department review the curriculum for its program?
- b. In conjunction with the LRC personnel, how do you insure that all materials relevant to your program/department are current and comprehensive?
- c. What recommendations did the Curriculum Committee make during the last review and how were they addressed?
- d. What recommendations were made by the external accrediting agency and how were they addressed?
- e. What progress has been made in accomplishing the plans outlined in the last review?
- f. Identify program or curricular changes that have occurred since the last review? What is the rationale for these changes?
- g. How has technology been incorporated into the instructional process?
- h. What additional information can you bring to the attention of the Curriculum Committee concerning past suggestions/evaluations and strengths/weaknesses of the program/department?

III. PROGRAM/DEPARTMENT RESOURCES

- a. Are the classrooms, laboratories, equipment, and clinical facilities that support the program/department area adequate? If not, what is required?
- b. What LRC resources support instruction in this program/department?
- c. What technology supports the program/department, and are support services adequate?
- d. What is the ratio of full-time faculty to part-time faculty in terms of credit hours? What effect has this ratio had on the program/department?
- e. What concerns does the program/department have regarding resources?

IV. ENROLLMENT

- a. What is the six-year enrollment trend for the program? How has this affected the program?

- b. Over the past six years, what has been the average class size for this program/department?
- c. What strategies are being used to recruit students?
- d. What activities does your program/department engage in to retain students?

V. OUTCOMES ASSESSMENT

- a. How does the outcomes assessment instrument reflect the learning objectives of the program/department? (Provide a description of the assessment instrument and other appropriate information.)
- b. When and how is the outcomes assessment instrument administered?
- c. Are the data gathered adequate and inclusive enough to effect curricular changes in the program/department?
- d. How have the assessment data affected curricular development?
- e. What are the Fall-to-Fall retention rates for first-time, full-time and first-time, part-time students in your program/department and how are the data used to aid retention efforts?
- f. If your program is transfer oriented, what percentage of your students transfer to four-year colleges and universities within one year of graduation?
- g. If your program is career oriented, what are the employment projections for the career/field? (Use New Jersey State Department of Labor and Community College Strategic Planning figures)
- h. If your graduates are required to take a licensing, certification or registry examination, what is the pass rate for the past six years?

VI. SUMMARY AND PLANS FOR THE FUTURE

- a. Summary
 - What are the major strengths of the program/department?
 - What are the major concerns of the program/department?
- b. Data Analysis
 - Provide financial data for the previous six years (Contact Budget Office)
 - Provide enrollment data for the previous six years (Contact Inst. Research)
 - Provide graduation rates for the previous six years (Contact Inst. Research)
- c. Future Plans
 - What program/department changes do you anticipate before the next review?