OIE Program Review Guide

Standards for Programs at Simmons College of Kentucky

1.0   Program Overview

    1.1   Program Background, Mission, and Goals
The program provides an executive summary that includes a brief program history and notable achievements; a clearly defined, comprehensive mission that includes measurable goals.

    1.2   Institutional Mission Reference
The program's mission and goals are consistent with the mission of the college, including, where applicable, strategic initiatives.

    1.3   Qualified Academic Program Coordinator
The program has a designated coordinator who has responsibility for curriculum development and review and is academically qualified in the field.

2.0   Curriculum & Assessment

    2.1   Curriculum Analysis
Program provides a rigorous curriculum that is progressively more advanced, includes knowledge of the literature of the discipline, and ensures student engagement in appropriate learning opportunities.

    2.2   Assessment Analysis
The program has clearly stated learning objectives; provides a map of courses (or appropriate activities) where learning outcomes are assessed; utilizes rigorous methods of measurement; and documents analysis of assessment and resulting changes and improvements.

    2.3   Learning Environment
The program engages in consistently rigorous levels of instruction that include an appropriate level of student-centered, active learning experiences.

    2.4   Continuous Improvement
The program engages in periodic self-review, has established evaluation procedures, and shows evidence of improvements based on these processes.

3.0   Academic Support

    3.1   Advising Program
The program has dedicated advisors and written practices for ensuring a consistently high level of advising for all students.

3.2   Tracking

The program tracks the progress of all its students and has in place remedies where necessary to ensure progression and completion.

3.3   Effectiveness of Support

The program routinely evaluates the effectiveness of its support services, including advising, and makes appropriate adjustments necessary to support student achievement.

4.0   Student Achievement

4.1   Enrollment & Retention

The program has an appropriate number of students to ensure viability and retains students at a sufficiently high rate to ensure viable completion numbers.

4.2   Student Success

The program evaluates student achievement consistently through methods such as 3-year graduation averages; job placement; alumni satisfaction; engagement in service learning, or other means of demonstrating achievement.

5.0   Faculty

5.1   Faculty Qualifications

The program employs an adequate number of qualified faculty members who possess appropriate credentials in the discipline and / or a combination of educational and professional experience.

5.2   Faculty Development

The program exhibits a climate of intellectual / professional curiosity and achievement (such as seminars, presentations, workshops, and so on).

5.3   Faculty Evaluation

The program regularly evaluates the effectiveness of faculty with respect to departmental and institutional criteria including evaluation of teaching effectiveness, research (when applicable), other scholarship or creative activity, and service to the institution.

6.0   Resources

6.1   Library Resources

The program supports library resources adequate for a solid foundation in the discipline.

6.2   Instructional Resources

The program provides resources, facilities, and equipment adequate to fulfill all instructional needs.

7.0   **Summative Analysis and Conclusion**
The program provides a general, current analysis of the state of the program that shows documented achievement of the program goals, and an evidence-based identification of program strengths, weaknesses, opportunities, and threats.

8.0   **Signatures**
The program review includes the signatures of the Department Chair, Academic VP, and Institutional Effectiveness VP.

Standard	Com-pliance	Partial Com-pliance	Non-Com-pliance	Notes
1.0 Program Overview				
1.1 Program Background, Mission, and Goals				
1.2 Institutional Mission Reference				
1.3 Qualified Academic Program Coordinator				
2.0 Curriculum & Assessment				
2.1 Curriculum Analysis				
2.2 Assessment Analysis				
2.3 Learning Environment				
2.4 Continuous Improvement				
3.0 Academic Support				
3.1 Advising Program				
3.2 Tracking				
3.3 Effectiveness of Support				
4.0 Student Achievement				
4.1 Enrollment & Retention				
4.2 Student Success				
5.0 Faculty				
5.1 Faculty Qualifications				
5.2 Faculty Development				
5.3 Faculty Evaluation				
6.0 Resources				
6.1 Library Resources				
6.2 Instructional Resources				
7.0 Summative Analysis & Conclusion				
8.0 Signatures				