**Data for ADHE Program Review Data Request Form**

**Program Name:**

**Self-Study Report Chair:**

**Date Requested:**

The Office of Institutional Research/Effectiveness will provide most of the necessary data for conducting a thorough review of programs that do not have specialized accreditation. The data is to be provided to the program leaders at least six months ahead of the self-study report completion date. The Assessment Office will provide survey data from the Leaving the Den graduate exit survey and the HEDS alumni survey if graduates from the program responded.

Some departments will have the opportunity to develop a comprehensive self-study report for multiple programs in the same year. An example would be the History (BA, MA) or Biology (BS, MS, MA) Departments. If this is the case, data should be provided for each program under review. The Office of Academic Affairs will collaborate with the Office of Institutional Effectiveness, program/s dean, department chair, and faculty steering committee to be clear about the data that is needed.

Additionally, data should be provided for the previous three academic years before self-study report and site visit year. For example, if the self-study and site visit year is 2019-2020, the program needs the following data from the 2016-17, 2017-18, 2018-19 academic years except where noted for graduation and fall-to-fall retention rate analyses. Please complete this form and return to the AVC for Assessment and Accreditation.

| **Data or Metric** | **Definition** | **IR Table Name/Spreadsheet File Name** | **Information needed from Program Director** |
| --- | --- | --- | --- |
| Student enrollment by program | Number of declared majors for at least the last three academic years (or degree program declarations for graduate) | Program Enrollment by Year  Question: what are the trends in enrollment over time? Are majors accurately counted? | Specific academic years to be included in review: |
| Number of graduates | Number of graduates per program in the review for at least the last three academic years prior to the self-study | Number of Graduates | Specific academic years to be included in review: |
| Graduation (another possible name: retention or attrition analysis) rate analysis  3-year for associate programs  3-year for technical certificates (undergrad)  6-year for bachelor  3-year for master  3-year for graduate certificate  8-year for doctoral | Undergraduate: analysis of start and end cohorts with the understanding that students may start in one major and end in the program under review. This will require mining for data outside of the three years noted above to determine the 6-year bachelor program rate.  Graduate: a similar analysis as the undergraduate programs might be needed but is unlikely.  This will require mining for data outside of the three years noted above to determine the 8-year doctoral program rate. | IR Office will provide progression/persistence matrix  If graduate program, admission-to-graduation analysis for time to degree. | Specific academic years to be included in review: |
| Retention rate fall-to-fall semester | Undergraduate: begin one year prior to the first year under analysis. For example, calculate a program-level retention rate for 2016-17 by mining data from 2015-16. This will apply to the major only, for example declared BA History majors retention rate in 2015-16 to 2016-17.  Graduate: begin one year prior to the first year under analysis. For example, calculate a program-level retention rate for 2016-17 by mining data from 2015-16. This will apply to the major only, for example declared MA History retention rate in 2015-16 to 2016-17. | IR Office will provide progression/persistence matrix | Specific academic years to be included in review: |
| Pass rates of required licensure (i.e. Praxis for non-SPA education programs) or voluntary licensure/certifications (i.e. Google Analytics for Strategic Communication majors) | This data will NOT be available in the IE Office. Programs are strongly encouraged to track this information. | Data not available in IR Office | Program Director will need to obtain this information if it is applicable. |
| Course rotation schedule with last semester offered and modalities | List of courses required for the program with last semester (this is not a three-year metric) and modalities. There may be more than one modality. Please list all.  This includes General Education courses if the program offers such courses. For example the BA History program faculty would be responsible for four General Education courses  If the program is an AOS program, modality data is unnecessary as the entire program is online. |  | Course list with prefix and numbers for last three years of courses in Bulletin. Please submit all required and elective courses listed in the Bulletin. You may list them here or in an additional spreadsheet for IR Office. If curriculum had changed in the last three years, please be sure to include courses from previous curriculum.  If courses were not offered in the last three years, an ad hoc report might be needed to determine the last time the courses were offered. |
| DFW rate analysis for courses offered by program | Undergraduate: disaggregate data by student major. Report the course DFW rates for students majoring in the program and for those who are not majoring in the program.  There will be an exception to this when evaluating the Bachelor of General Studies or the Bachelor of Interdisciplinary Studies.  Graduate: disaggregating data by declared degree program will be less likely at the graduate level. However, there may be instances where graduate course DFW rate data will be treated similarly as undergraduate programs. | GPA and DFW rates | Course list with prefix and numbers for last three years of courses in Bulletin. Please submit all required and elective courses listed in the Bulletin. You may list them here or in an additional spreadsheet for IR Office. If curriculum had changed in the last three years, please be sure to include courses from previous curriculum. |
| Student Credit Hour Analysis (This may not be helpful for some programs; use with caution) |  | SSCH provided by faculty  SSCH taken by program students  Number and SSCH of Online coursework |  |
| Faculty CVs and Grant Report | From Faculty 180 | Standard Vitae for ADHE and Grant Production reports will be provided by the AVC for Assessment and Accreditation from Faculty 180. These vitas will include all needed information as long as the faculty have updated their service, research, and education. Course evaluations are automatically loaded into Faculty 180 three times per year. | Please list all faculty who have taught in the program for the last three years. You may list the names here or provide a separate spreadsheet. |
| Student Surveys for employment, learning environment, and university learning outcomes | Leaving the Den and HEDS alumni survey data can be provided by Assessment Office for the program | Survey data from Tableau extracted and sent in PDF or PPT form | Specific academic years to be included in review: |