



**Office of Institutional Research and Planning**

**Common Issues Covered in Academic Program Reviews**

There is no one correct way for an academic program or department to review itself, but there are better and worse ways. Many colleges and universities use a structured template to standardize the review process and ensure that certain topics get addressed. However, different academic departments and postsecondary institutions have different sets of circumstances and concerns on which to focus, so the process needs to be relatively flexible.

Below is a non-exhaustive list of issues and topics commonly addressed in program reviews:

- Program description (often straight from the college catalog)
- Special admissions requirements for the program
- Articulation agreements with other four-year or community colleges
- Partnerships with local businesses, community or civic organizations, K-12 schools, etc.
- Suggested course sequences to complete the program in a timely fashion
- List and assessment of measurable student outcomes and competencies
- Information about a Program Advisory Committee (if applicable)
- Assessment of the job market for program graduates
- Program responsiveness to the needs of potential employers
- Past and anticipated curriculum changes
- Past enrollment trends and projected enrollments
- Opportunities to expand the program
- Compliance with the standards of relevant institutional and/or disciplinary accreditation bodies
- Faculty workload, productivity, and credentials
- Use of part-time faculty members
- Program needs and services used
- Adequacy of facilities used by program
- Adequacy of budget allocations and anticipated budget requests
- Program completion trends
- Student, alumnae, and employer satisfaction with program
- Pass rate of graduates on licensure or certification exams (if applicable)
- Assessment of program strengths, weaknesses, and direction for the future