

Standardized Components (carried over year to year)

- 1) Program Catalog Description
- 2) Program CIP Codes, IES Program CIP Description
- 3) Program Learning Outcomes

Data Report:

- 1) This report will be completed and submitted by the Office of Institutional Research prior to you completing the rest of the Program Review. Please refer to and reference this document when answering the other components/sections of this review.
 - a) You do not need to fill out or add any additional information to this section. It will be handled completely by the Office of Institutional Research.
 - b) If you need help understanding or need clarifications on the data within the report, please reach out to the Office of Institutional Research at (575) 624-7059.
- 2) Generated by the Office of Institutional Research. Will be made available in at least two ways:
 - 1) Uploaded into Watermark
 - 2) Emailed to Program Director, with AVP CC'd

Data Report Components:

- 1) Program Learning Outcome Data
- 2) Program Summary Snapshot
- 3) Student Demographics
- 4) Course Frequency Map
- 5) Grade Distribution
- 6) Completion/Graduation Information
- 7) Aggregate End-of-Course (EOC) Data
- 8) Faculty Matrix
- 9) Labor Market Information (LMI)
- 10) Revenue/Expenses

Analysis:

The Program Director(s) (with support from applicable faculty and AVP) will complete the following sections in Watermark. These components should be completed **after** thoroughly reviewing the Data Report. This section is meant to be reflective and to identify the strengths of the program, but also the areas for improvement (because only Mary Poppins is practically perfect in every day).

Analysis Components:

- 1) SWOT
 - a. Using the data from the Data Report, please complete a SWOT (Strengths, Weaknesses, Obstacles, and Threats) analysis. Please use the attached SWOT analysis template and reattach to this section. If you have questions on filling this out, please contact a member of the Program Review Committee.
- 2) Accreditation

- a. What is the name of your accrediting body? Address any special information required. When was the last site visit? What was the outcome(s) of last site visit? When is the next site visit? Are there any concerns? Write in “Not Applicable” is your program does not have an accrediting agency.
- 3) **Advisory Boards**
 - a. Name of Board. Name of board members. When did the board last time meet? What were the outcomes of last meeting? When is the next meeting scheduled? Are there any concerns (either for outcomes or with the board itself)? Write in “Not Applicable” is your program does not have an advisory board.
- 4) **Mission and Goals**
 - a. Current Resources
 - i. Evaluate how your current resources (budget, facilities, equipment, technology, etc.) help your program fulfill its mission and goal. (300-words max)
 - b. Additional Resources
 - i. Explain how additional resources, if available, would help your program more completely fulfill its mission and goals. (300-words max)
- 5) **Teaching and Learning**
 - a. Assessment of Program Learning Outcomes
 - i. Describe how your program assesses the program student learning outcomes. (300-words max)
 - b. Professional Development
 - i. Summarize the professional development opportunities utilized in your program to ensure that faculty improve teaching and remain current in their disciplines. (300-words max)
 - c. Internal Online Course Review
 - i. Future Plans for QM Certification for Program and/or Distance Education:
 1. List of online courses Internally Course Reviewed
 2. Plans for additional Internal Online Course Reviews.
 3. Plans for fully online program(s)
- 6) **Results and Emerging Trends**
 - a. Employment Outcomes
 - i. Discuss employment outcomes for program completers. (300-words max)
 - b. Stakeholder(s) Relationship
 - i. Discuss the relationship of your program with stakeholders (e.g. advisory councils, state boards, other ENMU-R programs, employers, clinical sites). (300-words max)
 - c. Response to Stakeholder(s)
 - i. List examples of how your program has responded to input from stakeholders (e.g. advisory councils, state boards, other ENMU-R programs, employers, clinical sites). (300-words max)
 - d. Response to Emerging Trends and Issues
 - i. Analyze emerging issues or trends in the field/discipline that affect your program or course offerings. Describe your program’s response to changes in your field. (300-words max)
- 7) **Conclusions**

- a. Program Improvement Goals
 - i. Based on the strengths and needs your program has identified as a result of this process, articulate priorities your program will address in the next five years. These goals should be S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Timely). It is not enough to say that you will lose weight by eating healthy. You should say: I will lose 10 lbs in 1 month by choosing to follow the Ultimate Portion Fix food regime on a daily basis.
 1. You should have at least five goals total (one for each year).Program Improvement Goals (for next 5 years)
- b. Priorities for Coming Year
 - i. Based on the strengths and needs your program has identified as a result of this process, articulate priorities your program will address in the coming year.