**MEMORANDUM**

**TO: RON CHENAIL, PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

**FROM: INTERNAL REVIEW COMMITTEE**

**RE: INTERNAL REVIEW COMMITTEE REPORT FOR**

**\*\*\*PROGRAM**

**COLLEGE: \*\*\***

**DATE: \*\*\*\* \*\*, 202\***

# Preamble

Preeminent programs are aspirational programs that are superior in the areas of faculty, students, curriculum, student services, and operations.

The elements of pre-eminence as they relate to the type of academic program under review are:

* 1. A pre-eminent program in this field has the following elements with respect to its Faculty:

1. \*\*\*
   1. A pre-eminent program in this field has the following elements with respect to its Faculty Development opportunities:
2. \*\*\*
   1. A pre-eminent program in this field has the following elements with respect to its Students:
3. \*\*\*
   1. A pre-eminent program in this field has the following elements with respect to its Student Enhancement:
4. \*\*\*
   1. A pre-eminent program in this field has the following elements with respect to its Curriculum and its Curriculum Development:
5. \*\*\*
   1. A pre-eminent program in this field has the following elements with respect to its Student Services:
6. \*\*\*
   1. A pre-eminent program in this field has the following elements with respect to its Mission and Operations Fit with the University:
7. \*\*\*

# Executive Summary of Internal Review Committee Report

This program has been in existence for \*\*\* years. Its enrollment for the past five years has been:[[1]](#footnote-1)

|  |  |
| --- | --- |
| Fall Year | Enrollment Count |
| Fall 20\*\* |  |
| Fall 20\*\* |  |
| Fall 20\*\* |  |
| Fall 20\*\* |  |
| Fall 20\*\* |  |

**[Note: Please use footnotes to reference information. Place your cursor where you want the footnote to go, go to References on the menu bar, then Insert Footnote. Scroll to the bottom of the page and type the reference in the footnote area. Initial footnotes have already been added in each section for your convenience.]**

To complete this program successfully, each student must have accumulated at least \*\*\* hours of credit.[[2]](#footnote-2)

The program’s teaching format(s) is(are) \*\*\*. NSU offers this program at its \*\*\* campus(es).[[3]](#footnote-3)

Please provide a summary of faculty sufficiency for the program. \*\*\*

# (Select and use only one of the following two)

\*\*\*This program is not subject to accreditation review by any professional accreditation agency. \*\*\*

**-OR-**

\*\*\*This program is subject to professional accreditation review by \*\*\*. It was last reviewed in \*\*\* at which time it \*\*\*received/did not receive\*\*\* its accreditation. The program received \*\*\* years of accreditation. The total number of years that the professional accreditation agency rewards is \*\*\*. The program is scheduled for its next review by this agency in\*\*\*. The program has/has not received a citation/notification of deficiency and is/is not on probation by the professional accreditation agency. If the program did receive area(s) of concern, provide the correspondence as an Appendix to this document.[[4]](#footnote-4)

# (Select and use only one of the following two)

\*\*\* Further, this program is not subject to the approval of any entity other than NSU.\*\*\*

**-OR-**

\*\*\* Further, this program is subject to approval by \*\*\*. It last received its approval in \*\*\*. The program’s next review for approval is in \*\*\*.[[5]](#footnote-5)

Also, the program \*\*\*is/is not\*\*\* intended to meet the licensing/ certification requirements of \*\*\* and the program \*\*\*does/does not\*\*\* meet those requirements.[[6]](#footnote-6)

Additional summary points regarding this report are \*\*\*.

# Overview and Vision/Mission (Limit to one page in length.)

* 1. Vision and Mission Statement

This program’s vision statement is \*\*\*.[[7]](#footnote-7) (If the program does not have a vision statement, provide the College’s vision statement).

This program’s mission statement is \*\*\*.[[8]](#footnote-8) (If the program does not have a mission statement, provide the College’s mission statement).

* 1. Current academic/intellectual profile (what distinguishes it from other programs in the field)

The program’s academic/intellectual profile that \*\*\*distinguishes/ does not necessarily distinguish\*\*\* it from other programs in this field is \*\*\*.[[9]](#footnote-9)

* 1. Relationship to University’s strategic plan

The program/college’s vision and mission statement \*\*\*relate/do not relate\*\*\* to the university’s strategic plan in that \*\*\*

* 1. Recommendations of any previous reviews

Previous reviews recommended\*\*\*

# Assessment of Quality

* 1. Curriculum Development

1. The program \*\*\*has/has not\*\*\* designated a group of faculty members with the responsibility to review the curriculum regularly and to modify the curriculum as needed. Reference to \*\*\* shows that\*\*\*.[[10]](#footnote-10)

Also, those faculty members who are designated with such responsibilities regarding the curriculum \*\*\*are/are not\*\*\* recognized as experts within the program’s substantive areas. For instance, \*\*\*.[[11]](#footnote-11)

[Describe how the curriculum is designed to help students be successful and achieve program learning outcomes. Describe the revision process including timelines.]

1. The program’s teaching methodology utilizes educational technology to enhance its students’ education beyond Learning Management Systems and basic tools such as PowerPoint. This includes\*\*\*.[[12]](#footnote-12)
2. The curriculum \*\*\*provides/does not provide\*\*\* for adequate coverage of all applicable licensure, certification, body of knowledge, etc. This program leads to\*\*\* certification. [Alternative, if the above language does not apply: This program is not designed to lead to any licensure or certification. And briefly discuss why it does not.]\*\*\*[[13]](#footnote-13)
3. The curriculum \*\*\*is/is not\*\*\* well organized with clear objectives, requirements, assignments, standards and grading procedures. Looking at\*\*\*.[[14]](#footnote-14) [provide example/evidence to illustrate]
4. Additional curriculum considerations are \*\*\*.[[15]](#footnote-15) [Delete if there are none]
5. Faculty and Faculty Development
6. The faculty coverage for this program\*\*\*is/is not\*\*\*sufficient to meet the program’s needs. The program has \*\*\*.[[16]](#footnote-16)
7. The program’s faculty members \*\*\*are/are not\*\*\* adequately credentialed and appropriately trained for this program’s needs. The faculty\*\*\*.[[17]](#footnote-17)
8. The program’s faculty members \*\*\*do/do not\*\*\* reflect familiarity with and utilization of effective educational techniques and technology. Evidence of this\*\*\*.[[18]](#footnote-18)
9. The program’s faculty members \*\*\*do/do not\*\*\* reflect cutting-edge knowledge in their field as evidenced by scholarly involvement and other similar activities. This faculty\*\*\*.[[19]](#footnote-19)
10. The program \*\*\*provides/does not provide\*\*\*its faculty members with additional, center-specific educational support through technology, library resources and other similar services. For instance, \*\*\*[[20]](#footnote-20)
11. The program \*\*\*provides/does not provide\*\*\* its faculty members with faculty development opportunities such as\*\*\*.[[21]](#footnote-21)
12. Additional observations regarding the faculty and/or faculty development are\*\*\*.[[22]](#footnote-22) [Delete if there are none]
13. Students and Student Enhancement
    1. The program’s admissions standards \*\*\*are/are not\*\*\* stated clearly, \*\*\*identify/do not identify\*\*\* students who have the aptitude to perform in the program, and the program \*\*\*does/does not\*\*\* adhere regularly to those standards. For instance, \*\*\*.[[23]](#footnote-23) [Provide example/evidence]
    2. The students’ retention and graduation rates \*\*\*are/are not\*\*\* effectively tracked, students \*\*\*are/are not\*\*\* provided ongoing advisement/counseling throughout the program, and those rates \*\*\*are/are not\*\*\* appropriate for this discipline.[[24]](#footnote-24) The\*\*\*reports that\*\*\*.
    3. This program \*\*\*effectively tracks/does not effectively track\*\*\* its graduates with respect to their post graduate job placements and those placements \*\*\*are/are not\*\*\* consistent with the program’s goals. This appears in\*\*\* [[25]](#footnote-25).

[Describe how you customize the alumni survey and utilize it for program improvement.]

* 1. Students \*\*\*routinely/do not generally\*\*\* achieve the Student Outcomes that have been established by the program.[[26]](#footnote-26) [If students do not achieve the SLOs provide a brief summary of actions to be taken to improve them.]
  2. Students \*\*\*participate and/or have access to participate\*\*\*in faculty scholarship/research. [Provide evidence to support the rating; if this does not apply/is not appropriate to your program please provide a rationale as to why.][[27]](#footnote-27)
  3. Additional comments about the program’s students and/or student enhancement are\*\*\*[[28]](#footnote-28) [Delete if there are none].

1. Student Services
   1. Educational support services for the program (e.g., technology, library resources, and other similar services) \*\*\*is/is not\*\*\* adequately provided to all students.[[29]](#footnote-29)
   2. Student registration, financial aid, counseling services, and advising \*\*\*are/are not\*\*\* readily accessible to the students. The students\*\*\*.[[30]](#footnote-30)
   3. Additional student services observations include \*\*\*[[31]](#footnote-31) [Delete if there are none]
2. Program’s Mission and Operations Fit with the University
   1. The program’s mission, goals and objectives \*\*\*enhance/do not enhance\*\*\* the university’s mission. The university’s mission\*\*\*. The program’s mission\*\*\*.[[32]](#footnote-32)
   2. Program \*\*\*avoids/does not avoid\*\*\* unnecessary redundancy with other university programs and activities. Looking at \*\*\*.[[33]](#footnote-33)
   3. The program’s mission and operations reflect/do not reflect collaborative efforts with other University Centers, Schools and Colleges. This program\*\*\*.[[34]](#footnote-34)
   4. The program \*\*\*functions/does not function\*\*\* cooperatively with the university’s academic compliance offices, such as the Office of Institutional Effectiveness and the Academic Review Committee. Recently, \*\*\*.
   5. Additional “mission fit” observations are \*\*\*.[[35]](#footnote-35) [Delete if there are none]

# Recommendations for Future Development

Provide specific recommendations for improvement for:

* 1. Curriculum Development

To further curriculum development, the program should

1. \*\*\*.
   1. Faculty and Faculty Development

As to the faculty and faculty development, this committee recommends

1. \*\*\*
   1. Students and Student Enhancement

With respect to the students and student enhancement it is recommended that

1. \*\*\*.
   1. Student Services

For student services, this committee recommends

1. \*\*\*.
   1. Program’s Mission and Operations Fit with the University

Regarding the program’s mission and operation’s fit with the university,

* + - 1. \*\*\*.

Signed:

\*\*\*[Type your name here]

**IRC Chairperson**

\*\*\*[Type your name here]

**IRC Member (Internal)**

\*\*\*[Type your name here]

**IRC Member (Internal)**

\*\*\*[Type your name here]

**IRC Member (Internal)**

\*\*\*[Type your name here]

**IRC Member (External)**

1. \*\*\* In all footnotes, please cite to the document(s) evidencing the fact(s) stated and identify the appendix, page(s), section(s) and number(s) at which one would locate the information.\*\*\* [↑](#footnote-ref-1)
2. \*\*\* [↑](#footnote-ref-2)
3. \*\*\* [↑](#footnote-ref-3)
4. \*\*\* [↑](#footnote-ref-4)
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