**NSCS Existing Academic Program Review Report Template**

Review criteria for existing academic programs shall include the following components, which are consistent with the review requirements of the Coordinating Commission for Postsecondary Education (CCPE):

1. Section One: Overview of Program Offerings

* Provide a table that identifies the comprehensive list of majors, options/concentrations, endorsements, focus areas, minors, and/or certificates offered within the program, including the level of degree and required number of credit hours required for each (copy/paste out of annual program review spreadsheet sent from System Office or include Excel doc).

Example of program table for WSC’s Business Administration program (*cut/paste your own*):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major** | **Option, Concentration, Focus Area or Endorsement** | **Minor** | **Undergraduate** | **Credit Hours** |
| Business Administration | Accounting |  | BA, BS | 48 |
| Business Administration | Agri-Business |  | BA, BS | 48 |
| Business Administration | Economics |  | BA, BS | 48 |
| Business Administration | Finance |  | BA, BS | 48 |
| Business Administration | Human Resource Management |  | BA, BS | 48 |
| Business Administration | International Business Studies |  | BA, BS | 48 |
| Business Administration | Management |  | BA, BS | 48 |
| Business Administration | Marketing |  | BA, BS | 48 |
| Business Administration | Office Administration |  | BA, BS | 48 |
| Business Administration | Professional Studies |  | BA, BS | 48 |
| Business Administration | Public Accounting |  | BA, BS | 76 |
| Business Administration |  | Business Administration |  | 21 |
| Business Administration |  | International Studies |  | 21 |
| Business Administration |  | Management Information Systems |  | 21 |
| Business Administration | Basic Business Subject Endorsement (6-12) |  | BA, BS | 36 |
| Business Administration | BMIT Education Field Endorsement (6-12) |  | BA, BS | 48 |

* Identification and brief description of current state and/or national programmatic accreditation, if any.

2. Section Two (*Option A*): Analysis of Program, Including Adequacy of Resources and Related Concerns

* Provide a one (1) to two (2) page summary of the primary findings of the most recent review of the program completed by the College, including both strengths and concerns of the program.
* Provide narrative and/or data to confirm that resources are sufficient for existing academic program or to describe concerns related to existing resources in the following areas:
* Faculty and faculty-related resources;
* Instructional resources (library, technology, data services, etc.);
* Instructional spaces/equipment, if applicable; and
* Fiscal resources.

Section Two (*Option B*): External Accreditation Findings

* Provide a copy of the official documentation from the accrediting agency that reflects the results of the most current review of the program (letter, written notification, accreditation minutes), and
* Provide a one (1) to two (2) page summary of the primary findings of the accrediting agency during its most recent accreditation visit and any programmatic concerns, if any.

3. Evidence of Demand and Efficiency (per established CCPE standards for 5-year means)

Number of Degrees/Awards in Program SCH/FTE

Baccalaureate 7 300

Masters 5 300

Specialist 4 300

* Copy/paste into this section the **5-year mean data table** and any narrative provided under “Evidence of Need” from the ***CCPE Existing Program Review Report***. Please ensure that the heading above remains in your report, so that the 5-year mean requirements are identified.

**NOTE: COMPLETE SECTION 4 ONLY IF THE PROGRAM IS BELOW ESTABLISHED CCPE MINIMUM THRESHOLDS**:

4. Section 4 (*Option A*): Justification and Evidence of Need

* Provide a detailed explanation of one or more of the following statements (CCPE mandated and may be a repeat from the information you included on the CCPE report):
* Program is critical to the role and mission of the institution;
  + - Program contains courses supporting general education or other programs;
    - Program is an interdisciplinary program;
    - Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program;
    - Program provides unique access to an underserved population or geographical area;
    - Program meets a unique need in the regions, state, or nation;
    - Program is newly approved within the last five years (no additional justification is needed); or
    - Other.
* Discuss a plan for continuation of low-performing program that includes:  
  + Importance of the program to the Institution, region, and/or state, including:
* Alignment to the mission of the College, including strategic plan and institutional outcomes;
* Workforce demands for graduates of the program;
* Contribution to the larger community and/or region beyond workforce; and
* Overall contribution of the program to the College in relation to required program resources.
* Strategic plan to grow the program and/or increase its success, including:
  + Marketing and outreach;
  + Any changes to program curriculum and/or course offerings; and
  + Recruitment and retention initiatives and/or goals.

Section 4 (*Option B*): Recommendation for Program Termination

* Discuss the reason(s) that support termination of the program, which may include, but are not limited to:  
  + Challenges of staffing the program;
  + Lack of student interest in the program;
  + Lack of need for graduates of the program related to employment needs; and
  + Cost efficiencies.

***NOTE:*** *A copy of the CCPE Existing Program Review report needs to be forwarded to the CCPE, so please submit* ***two documents*** *to the Vice Chancellor for Academic Planning and Partnership to complete the program review process:*

1. *the NSCS Existing Academic Program Review report that includes all of the required components listed above*
2. *the completed CCPE Existing Program Review report that addresses the requirements of the CCPE*