Academic Program Review Self-Study Report for

Degree Type with Degree Name

Kingsborough Community College (CUNY)

Date

Program Coordinator(s) XXX

Academic Department Chair XXX

Academic Department XXX

# **TABLE OF CONTENTS**

# Executive Summary (to be prepared when self-study is completed)

# Program Curriculum

## Introduction

## Recommendations/changes from the last program review

## Program Learning Outcomes

## General Education, including writing intensive courses and civic engagement

## Oral Communication, Technological Literacy, and Information Literacy

## Evidence of responsiveness to changes in the field, including role of advisory board (if applicable)

## Description of any recent or planned curricular changes

# Students

## Demographic Characteristics

## Enrollment

### Program Enrollment

### Course enrollment and pass rates

## Academic Momentum

### Credit accumulation

### Retention

## Completion

### Graduation Rates

### Transfer

## Employment Data

## Student Services, including:

### Academic Support

### Academic Advisement

### Co-curricular and Enrichment Activities

# Assessment

# Equity

# Faculty

* 1. Full-time
  2. Part-time

1. Program Resources
   1. Facilities
   2. Budget
   3. Program staff (non-faculty)
2. Summary, Conclusions, and Future Plans

# APPENDICES

## Program Requirements (from most recent College Catalog)

## Course Descriptions

## Course Syllabi

## Faculty Biographies

## Articulation Agreement(s)

## Assessment Materials and Data

## Curriculum Map

## Request for Civic Engagement Credit Form

# **SELF STUDY REPORT**

# Executive Summary (to be prepared when self-study report is completed; not to exceed 5 pages)

# Program Curriculum

## Introduce the College’s mission and Institutional Learning Outcomes, and how the program fits within the broader mission of the College.

## Discuss recommendations from the last program review and how they have been addressed.

## Describe the curriculum for the degree program in terms of the Program Learning Outcomes (PLOs) as listed in the most recent College Catalog (include link to program). If the program has concentrations, discuss the purpose and importance of concentrations within the degree program.

## General Education

### Explain how CUNY Common Core Pathways and KCC’s general education learning outcomes fit within the program (see [KCC Catalog](http://catalog.kingsborough.edu/content.php?catoid=6&navoid=386) and [CUNY Pathways](https://www.cuny.edu/about/administration/offices/undergraduate-studies/pathways/) website)

### Discuss the College’s writing intensive requirement and how it is met by students within your program. Identify program faculty who are WAC-certified.

### Describe KCC’s Civic Engagement requirement and discuss any CE-certified courses offered by your department, or how the civic engagement requirement is met within your program. Include the “Request for Civic Engagement Credit” form in Appendix H.

## Oral communication, Technological Competency, and Information Literacy. MSCHE expects that institutions “offer a curriculum designed so that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy.” Identify where and how students demonstrate oral communication, technological competency, and information literacy.

## Provide evidence of how the program has evolved in response to changes in the field. If the program has an advisory board, describe the composition of the advisory board, and include minutes of recent meetings. If the program does not have an advisory board, how have the program director and program faculty remained responsive to changes in the field?

## Describe any recent or planned curricular changes and the purpose/goals of these changes.

# Students

## Discuss the demographic data of program students, along with an analysis. Compare the demographic characteristics of program students versus general characteristics of the college population. How does your program compare with the total student demographic?

## Enrollment Data

### Include program enrollment trend data in this section, along with a discussion/analysis. How do the enrollment trends of the program compare to those of the College?

### Discuss the pattern of course enrollments and pass rates for courses in your program. Are their particular courses that seem to pose challenges to students? Is the program providing additional support to students in these courses?

## Include Academic Momentum data (retention and credit accumulation) in this section, along with a discussion/analysis. Compare the academic momentum of program students versus general characteristics of the college population. Can you identify course or program requirements that cause the greatest challenges for students?

## Completion

### Graduation Rates and Trends. Include Graduation rate data in this section, along with a discussion/analysis. Discuss how graduation trends within the program compare to those for the College.

### Transfer Patterns and Articulation Agreements. Include Transfer data in this section, along with a discussion/analysis. What are the primary transfer destinations for students in your program? What is their program of study at the transfer institution? Does KCC have current articulation agreements with the primary transfer destinations? Are there other ways in which the program can increase transfer success for program students?

## Include any employment and wage data that is available about graduates from your program. Are they employed in their field of study? How much are they earning and how does this compare to a living wage in New York City?

## Provide a brief description of Advisement, Academic Support, and Student Support services. You may link to relevant sections of the current College Catalog.

### Discuss any academic support strategies that are unique to your program, and provide data on how you have measured the success of these strategies. Have they been effective?

### What is your relationship to the Advisement Academy and advisors who support your program? Are there areas for improvement?

### Describe any clubs or co-curricular activities that support the students in your program.

# Assessment of Outcomes

## List the program learning outcomes, or link to the most recent edition of the College Catalog. Discuss the development of Concentration Learning Outcomes, if applicable.

## Include a curriculum map that shows in which courses each of the program learning outcomes is introduced, reinforced, emphasized, and assessed.

## Discuss, in detail, the process by which the program faculty conduct assessment of the program learning outcomes.

## Include the assessment data that has been gathered since the last program review and discuss how the information from the assessment results was used to guide program improvement.

# Equity has played a major role at the institution and KCC’s commitment to equity can be seen through the inclusion of equity within the KCC mission statement as well as KCC’s role as a leader college with [Achieving the Dream](https://www.achievingthedream.org/about-us). What types of discussions do program faculty have about equity? How has the conversation and work concerning equity impacted your academic program? Discuss potential equity gaps found under the “Students” section of the APR and how such gaps can be addressed.

# Faculty

# Full-time: For each full-time faculty member teaching the courses in the major, briefly note academic and professional achievements using the chart in Appendix D. Discuss the number of full-time faculty within the department and whether such is adequate based on enrollment data and department need.

# Part-time: How are part-time faculty recruited and hired? What qualifications are required? How are part-time faculty mentored?

# Program Resources

### Refer to the “Facilities Supporting Academic Programs” section of the most recent College Catalog to include within this section of the report; expand as necessary to include as discussion of facilities used by the program, such as offices, classrooms, studios, laboratories, and other spaces.

### Include information about the program budget, which includes instruction, equipment, and supplies.

### 

* 1. Include a description of the responsibilities of program staff (non-faculty) and how they support programmatic excellence.

# Summary, Conclusions, and Future Plans. Based on the previous sections of the self-study, what are the areas of achievement and areas of potential need? This section should include the headings of Curriculum, Students, Equity, Faculty, and Program Resources, as a means of organizing and discussing each area of need and the inclusion of the tentative plans that aim to address each.

# Appendices

## Program Requirements (from most recent College Catalog)

## Course Descriptions

## Course Syllabi

## Faculty Biographies (see sample chart on next page)

## Articulation Agreement(s)

## Assessment Materials and Data

## Curriculum Map

## Civic Engagement materials

**Appendix D. Faculty Biographies**

Please use the chart below, adding lines as necessary:

**Faculty Reference Chart**

**Annual Program Review**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faculty** | **Highest Academic Credential** | **Routinely Taught Courses** | **Research Focus/Area of Expertise** | **Additional Administrative Assignments** | **Other Information (Licensure, Certifications, etc.)** |
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