**Academic Program and Curriculum Committee**

**Review of the Undergraduate Program in [Program Name]**

***Note to reviewers: Recommended length of this report is 5-8 pages.***

**Review Team:**

[APCC Member] (Chair), [Title], [College]   
[Committee Member], [Title], [College]  
[Committee Member], [Title], [College]

[Date]

1. **Introduction**

[Introduction and response to Executive Summary, if any.]  
  
**Recommendation:** [Rate the program – a, b, or c.]

1. **Actions since Previous Review**
2. Response to Previous Review

[Describe actions taken in response to previous review.]

1. Opportunities and Challenges

[Comment on opportunities and challenges since the last review.]

1. **Department/Program Overview**
2. Department/Program Mission and Organizational Structure

[Discuss the program mission and organizational structure.]

1. Facilities and Resources

Standards addressed in this section:There are sufficient resources to meet program needs . . .

1. to provide for program stability
2. for facilities and space within the university
3. for facilities and space outside the university

[Discuss facilities and resources.]

**Conclusion.** [State to what extent each of the standards have been met.]

**Recommendation(s)**. [State any recommendations related to this area.]

1. Curriculum and Instruction

Standards addressed in this section:

1. There is an organized and coherent sequence of coursework that prepares students to meet the educational goals of the program, secure appropriate employment, and pursue graduate study.
2. The learning outcome reflects expected workforce competencies.

[Discuss curriculum and instruction.]  
  
**Conclusion.** [State to what extent each of the standards have been met.]

**Recommendation(s)**. [State any recommendations related to this area.]

1. Assessment and Evaluation

Standards addressed in this section:

1. An evaluation process that involves students, faculty, graduates, and community members, as appropriate, is in place and the data gathered is used to monitor the program and direct its changes.
2. 90% of students complete the program within five years.
3. 75% of graduates have satisfactory employment within one year of graduation.
4. Relevant credential, if any, achieved within 1 year of graduation.

[Discuss assessment and evaluation.]  
  
**Conclusion.** [State to what extent each of the standards have been met.]

**Recommendation(s)**. [State any recommendations related to this area.]

1. Contribution to General Education

[Discuss contribution to General Education. State any recommendations, if applicable.]

1. **Faculty**Standards addressed in this section:
2. Faculty and instructional academic staff are qualified and in sufficient numbers to provide quality learning experiences.
3. At least 25% of total tenure-tenure track faculty time is committed to the undergraduate program.
4. Faculty Composition

[Discuss.]

1. Faculty Numbers and Qualifications

[Discuss.]

1. Faculty Workload

[Complete Table below and discuss.]

Summary of Faculty workload in <program/department name>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty/staff name, rank | Number of courses taught in a typical academic year | Teaching focus | Research focus | Activity Distribution (% of effort devoted to each area) | | | % of time devoted to the program |
| Teaching | Research/ scholarship | Service |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Conclusion.** [State to what extent the standards have been met.]

**Recommendation(s)**. [State any recommendations related to this area.]

1. **Students**
2. Student Numbers and Composition

Standard addressed in this section:

1. There are adequate numbers of qualified students for meaningful cohorts to meet learning objectives.

[Discuss student numbers and composition.]

1. Student Success

Standards addressed in this section:

1. There are sufficient resources to meet program needs for assisting students.
2. 90% of students complete the program within five years

[Discuss student success.]

**Conclusion.** [State to what extent the standards have been met.]

**Recommendation(s)**. [State any recommendations related to this area.]

1. **Plans for the future**

[Comment on the program’s plans for the future.]  
  
[Close with a summary and general recommendations.]