**Self-Study on the [Program Name]**

**Prepared for the APCC Review**

**Note to preparers: See “Audit and Review Procedures” on** [**UWM’s APCC website**](https://uwm.edu/secu/faculty/standing/apcc/) **for full instructions.**

**Authors:  
Submission Date:**

1. **Executive Summary**

[One page recommended]

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

[Report actions taken to address major recommendations from the last APCC review.]

1. Opportunities and Challenges

[Describe intervening developments that supported or challenged the response since the previous review, such as changes in the discipline, student demand, societal need, or institutional context.]

1. **Department/Program Overview**
2. Department/Program Mission and Organizational Structure  
   [Discuss, addressing points 1 – 4 of the Audit and Review Guide.]
3. Facilities and Resources

[Discuss, addressing points 1 – 7 of the Audit and Review Guide]  
  
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

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

1. Curriculum and Instruction  
   [Discuss, addressing 3C, points 1 – 7 in the Audit and Review Guide]

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.

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

1. Assessment and Evaluation  
   [Discuss, addressing 3D, points 1 – 6 in the Audit and Review Guide]

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, and the extent to which the above APCC program review standards have been met.]

1. Contribution to General Education

[Discuss the contributions made by the program to UWM General Education Requirements. Include a summary of the assessment of general education learning outcomes supported by the program’s courses. Discuss the changes/improvements made to general education courses offered by the program.]

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, addressing the points in 4A of the Audit and Review Guide]

1. Faculty Numbers and Qualifications

[Discuss, addressing the points in 4B of the Audit and Review Guide]

1. Faculty Workload  
   [Discuss, addressing the points in 4C of the Audit and Review Guide,

Including completion of Table below.]

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 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

[State to what extent each of the standards addressed in this section have been met.]

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, addressing the points in 5A of the Audit and Review Guide. Also discuss to what extent the above standard was met.]

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, addressing points 1 – 3 in 5A of the Audit and Review Guide. Also discuss to what extent the above two standards were met.]

1. **Plans for the Future**

[Describe actions that the department/program plans to take, including changes in instructional resources and practices, curriculum, and assessment of student learning.]

**APPENDICES:**

1. For each member of the faculty (including lecturers), attach an abbreviated curricula vitae (2 – 3 pages) with selected publications and most recent scholarly activities.
2. Please also attach additional appendices as desired, with more program, assessment, or accreditation data, etc.