

## MEMORANDUM

**To:** Ralph V. Rogers, University Provost and Executive Vice  
President of Academic Affairs

**From:** Internal Review Committee

**Re:** Internal Review Committee's Report for \*\*\* Program  
College: \*\*\*

**Date:** \*\*\*\* \*\*, 20\*\*

**Cc:** Lori Pantaleao, Associate Director of Assessment  
Ronald J. Chenail, Associate Provost

### **I. Preamble**

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

- A. A pre-eminent program in this field has the following elements with respect to its Faculty:
  1. \*\*\*
- B. A pre-eminent program in this field has the following elements with respect to its Faculty Development opportunities:
  1. \*\*\*
- C. A pre-eminent program in this field has the following elements with respect to its Students:
  1. \*\*\*
- D. A pre-eminent program in this field has the following elements with respect to its Student Enhancement:
  1. \*\*\*
- E. A pre-eminent program in this field has the following elements with respect to its Curriculum and its Curriculum Development:
  1. \*\*\*
- F. A pre-eminent program in this field has the following elements with respect to its Student Services:
  1. \*\*\*

G. A pre-eminent program in this field has the following elements with respect to its Mission and Operations Fit with the University:

1. \*\*\*

## II. Executive Summary of Internal Review Committee Report

This program has been in existence for \*\*\* years.

Its enrollment for the past three years has been \*\*\*.

To complete this program successfully, each student must have accumulated at least \*\*\* hours of credit.

The program's teaching format(s) is(are) \*\*\*.

NSU offers this program at its \*\*\* campus(es).

The program consists of \*\*\* full-time faculty and \*\*\* part-time/adjunct faculty.

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

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

**-OR-**

\*\*\*This program is subject to accreditation review by \*\*\*. It was last reviewed in \*\*\* at which time it \*\*\*received/did not receive\*\*\* its accreditation. The program is scheduled for its next review by this agency in \*\*\*.

Further, **(Select and use only one of the following two)**

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

**-OR-**

\*\*\*this program is subject to approval by \*\*\*. It last received its approval in \*\*\*. The program's next review for approval is in \*\*\*.

Also, the program \*\*\*is/is not\*\*\* intended to meet the licensing/certification requirements of \*\*\* and the program \*\*\*does/does not\*\*\* meet those requirements.

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

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

#### A. Vision statement

This program's vision statement is \*\*\*.

#### B. 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 \*\*\*.

#### C. Relationship to University's strategic plan

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

#### D. Recommendations of any previous reviews

Previous reviews recommended\*\*\*

### IV. Assessment of Quality

#### A. Curriculum

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\*\*\*.<sup>1</sup>

Also, those faculty members who are designated with such responsibilities regarding the curriculum \*\*\*are/are not\*\*\* recognized as experts within the program's substantive area(s). For instance, \*\*\*.<sup>2</sup>

2. The program \*\*\*has/does not have\*\*\* a formal system to evaluate the teaching of its curriculum. Looking at\*\*\*.<sup>3</sup>

---

1 \*\*\*

2 \*\*\*

3 \*\*\*

Also, the program \*\*\*uses/does not use\*\*\* the data from this evaluation process to modify and improve the educational techniques utilized in the program. This is apparent\*\*\*.<sup>4</sup>

3. The program's teaching methodology utilizes educational technology to enhance its students' education. This includes\*\*\*.<sup>5</sup>
4. The curriculum \*\*\*provides/does not provide\*\*\* for adequate coverage of all applicable licensure, certification, etc. requirements. This program leads to\*\*\* certification.<sup>6</sup> \*\*\*[Alternative, if the above language does not apply: This program is not designed to lead to any licensure or certification.<sup>7</sup>]\*\*\*
5. The curriculum \*\*\*is/is not\*\*\* well organized with clear objectives, requirements, assignments, and grading procedures. Looking at\*\*\*.<sup>8</sup>
6. Additional curriculum considerations are \*\*\*.

B. Faculty and Faculty Development

1. The faculty coverage for this program\*\*\*is/is not\*\*\*sufficient to meet the program's needs. The program has \*\*\*.<sup>9</sup>
2. The program's faculty members \*\*\*are/are not\*\*\* adequately credentialed and appropriately trained for this program's needs. The faculty\*\*\*.<sup>10</sup>

---

4 \*\*\*

5 \*\*\*

6 \*\*\*

7 \*\*\*

8 \*\*\*

<sup>9</sup> \*\*\*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.\*\*\*

<sup>10</sup> \*\*\*

3. The program's faculty members \*\*\*do/do not\*\*\* reflect familiarity with and utilization of effective educational techniques and technology. Evidence of this\*\*\*.<sup>11</sup>
4. Reflect cutting-edge knowledge in their field as evidenced by scholarly involvement and other similar activities. This faculty\*\*\*.<sup>12</sup>
5. The program \*\*\*provides/does not provide\*\*\*its faculty members with educational support through technology, library resources and other similar services. For instance, \*\*\*<sup>13</sup>
6. The program \*\*\*provides/does not provide\*\*\* its faculty members with faculty development opportunities such as\*\*\*.<sup>14</sup>
7. Additional observations regarding the faculty and/or faculty development are\*\*\*.

C. Students

1. The students' diversity \*\*\*is/is not\*\*\* apparent. A review of \*\*\*.
2. The program's admissions standards \*\*\*are/are not\*\*\* stated clearly, \*\*\*identify/do not identify\*\*\* student who have the aptitude to perform in the program, \*\*\*and/or the program does/does not adhere regularly to those standards. For instance \*\*\*.<sup>15</sup>
3. The students' retention and graduation rates \*\*\*are/are not\*\*\* effectively tracked and provided ongoing advisement/counseling throughout the program and those rates \*\*\*are/are not\*\*\* appropriate for this discipline. The\*\*\*reports that\*\*\*.<sup>16</sup>

---

11 \*\*\*

12 \*\*\*

13 \*\*\*

14 \*\*\*

15 \*\*\*

16 \*\*\*

4. 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\*\*\*.<sup>17</sup>
5. Students \*\*\*routinely/do not generally\*\*\* achieve the Student Outcomes that have been established by the program.<sup>18</sup>
6. Students \*\*\*actively/do not actively\*\*\* participate in faculty scholarship/research.<sup>19</sup>
7. Additional comments about the program's students and/or student enhancement are\*\*\*.

D. Educational Support Services

1. The curriculum review process for the program \*\*\*uses/does not use\*\*\* the information from this tracking system as additional information to determine whether curriculum revision is appropriate. With such information the program\*\*\*.  
  
Faculty development opportunities \*\*\*are/are not\*\*\* provided to all levels of the faculty. For instance \*\*\*
2. Educational support \*\*\*is/is not\*\*\* provided through availability of technology, library resources, and other similar services. In this case, \*\*\*
3. Student registration, financial aid and advisement information \*\*\*are/are not\*\*\* all readily accessible to the students. The students\*\*\*.
4. Student counseling services \*\*\*are/are not\*\*\* available and the students \*\*\*are/are not\*\*\* aware of how to access these services. This is apparent\*\*\*.

---

17 \*\*\*

18 \*\*\*

19 \*\*\*

5. Faculty and administrators \*\*\*are/are not\*\*\* routinely available to students as mentors and problem solvers. Looking at \*\*\*

6. Other student services observations.

Additional student services comments include \*\*\*

E. 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, goals and objectives\*\*\*. The program's mission\*\*\*.

2. Program \*\*\*avoids/does not avoid\*\*\* unnecessary redundancy with other university programs and activities. Looking at \*\*\*.

3. The program's mission and operations reflect/do not reflect collaborative efforts with other University Departments, Schools and Colleges. This program\*\*\*.

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 Program Review Process. Recently, \*\*\*.

5. Other mission fit observations.

Additional "mission fit" observations are \*\*\*.

V. **Recommendations for Future Development**

Provide specific recommendations for improvement for:

A. Curriculum

As to the curriculum and its development, the program should:

1. \*\*\*

B. Faculty and Faculty Development

As to the faculty and faculty development, this committee recommends:

1. \*\*\*

C. Students

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

1. \*\*\*

D. Educational Support Services

For its educational support services, the program should:

1. \*\*\*

E. Program's Mission and Operations Fit with the University

Regarding the program's mission and operation's fit with the university:

1. \*\*\*



IRC Report

\*\*\*Program\*\*\* 2016-2017

Page 9 of 9

\*\*\*\*\* \*\*, 20\*\*

Signed:

---

Name\*\*\*, IRC Chairperson

---

Name\*\*\*, Internal IRC Member

---

Name\*\*\*, Internal IRC Member

---

Name\*\*\*, Internal IRC Member

---

Name\*\*\*, Outside IRC Member