Appendix B
Academic Program Review Department Chair Checklist

Key Indicator	Data source	Method of Reporting	Included √
1. Congruent with the EKU mission	Department strategic Plan (The program's mission statement with an explanation of how it is congruent with and supportive of the university's mission.)	If possible a review of the data will be conducted in place/on-line. If not, provide a text summary and printout of strategic plan with the appropriate areas book marked.	
2. Concerns of prior program reviews	Prior program review documents (Dept) and/or TracDat program review objective.	If possible a review of the data will be conducted in place/on-line. If not, provide a text summary and/or printout of strategic plan with the appropriate areas book marked.	
3. Plan to assess student learning			
A. Criteria for Measuring Quality of Student Learning (*Each Learning objective must have two or more methods of evaluation, one of which must be a direct measure of student learning*)	Method Section of the Assessment Impact Report. Direct measures of student learning include but are not limited to standardized tests, portfolios, end of program qualification exams, practica, student teaching, etc. Unless a course is a capstone course, course grades are not considered DIRECT measures of student learning. Additionally, surveys are also not measures of student learning.	Review of TracDat Assessment Impact report for relevant program assessment methods, criterion, usage, and schedule data.	
B. Systematically Evaluated	Results and Observations section of the Assessment Impact Report.	Review of TracDat Assessment Impact report for relevant program on.	
C. Results of Systematic Assessment	Results and Observations section of the Assessment Impact Report In TracDat	Review of TracDat Assessment Impact Report	

4. Other indicators of program achievement			
A. Viability of Program	Enrollment and student profile data are provided by Institutional Research (Some information may be contained in departmental records). The outcomes of the senior survey and departmental employer surveys will contain data relevant to employment status and will be contained in TracDat.	The committee will review the following records directly from files contained on the Institutional Research website: 1. Student profile charts, 2. Five year enrollment trend charts, 3. The department will explain in the report text, any anomalies that are reflected in Institutional Research or program-supplied data. TracDat may be used to collect and display the following data: Graduate employment status for 1, 2 and 3 years after graduation and outcome from the Senior Student Survey.	
B. Contributions to EKU programs	University catalogue. Related Course/program Data	List all related programs that are supported by courses unique to the evaluated program. This information can be provided as text in the APR report or a link can be provided that points to the material in a web accessed file.	
C. Technology	Information concerning technology related goals, achievements, and updates should be in the department strategic plan and recorded in TracDat.	Describe the program's significant use of technology to enhance learning, as well as, the program's use of technology to provide alternative delivery to time/place-bound learners, and to students and faculty requiring Assistive Technology. This information can be provided as text in the APR report, a printout from TracDat or a link can be provided that points to the material in a web accessed file.	

D. Uniqueness/Distinctiveness of program	Departmental records. University catalogs. Students' surveys. Employers' surveys	Data in this section should describe the program's uniqueness (i.e., specific advantages) to the state, community and EKU. (*What would be the consequences to the university, and the state if this program was eliminated?*) This section is reported in the text of the report.	
E. Contribution to diversity	Maintain updated entries for departmental demographics, syllabi and recruiting efforts in TracDat.	Summary tables of Faculty and Student Diversity categories can be reviewed on line in TracDat under a Diversity planning objective. Additionally updated syllabi will be reviewed on-line in TracDat. Text comments in the planning section of the Assessment Impact report will include plans for recruiting a diverse population of students and faculty. If the material is not in TracDat a text entry will be required in the body of the APR report.	
F. Accreditation status	Departmental records resulting from external unit evaluation and self study	Report accreditation status of evaluated program. This information can be provided as text in the APR report, a printout from TracDat or a link can be provided that points to the material in a web accessed file such as the annual reports to the accredit ting body.	
G. Planning	TracDat Assessment Impact Report and Reporting Unit Action Plan	The department's Reporting Unit Action Plan from TracDat will be reviewed on-line. If required for clarity, the departments may wish to supply a narrative to highlight key aspects of the plan for program review purposes.	

H. Development	Departmental and Sponsored Program records concerning grants, endowments and gifts related to the program. This funding must be related specifically to the program under review and not to the department in general.	Indicate the success of the program in attracting development funds and other forms of private support. At present, this information will be reported as text in the body of the report.	
I. Additional indicators	*(Programs that are preparing students for specific careers as an identified and central part of their missions should supply any <u>additional, relevant information not already covered</u> concerning the following topics: current and future demand, or job outlook, for graduates in this specific career area; the need [social, economic, technological, etc.] for program graduates in the region, state, and nation; job placement data for graduates; achievement and success of graduates in the specific career area.) Much of this information can be obtained as an outcome of the SWOT analysis required in the department's strategic planning process.*		
5. Program faculty			
A. Teaching	Department records: IDEA or other university approved assessment instrument. Requires one additional source of teaching evaluation such as peer evaluation or the Senior Exit Survey and departmental student surveys.	The recommended method of evaluation is on-line access to TracDat. This information can also be provided as text in the APR report, a printout from TracDat, or a link that points to the material in a web accessed file such as the annual reports to an external accrediting body.	
B. Advising	Department records and surveys. Additional sources are the Senior Exit Survey and departmental student surveys.	The recommended method of evaluation is on-line access to TracDat. This information can also be provided as text in the APR report, a printout from TracDat, or a link that points to the material in a web accessed file such as the annual reports to an external accrediting body.	

C. Scholarly/Creative efforts	Departmental records, Lists of publications and presentations or performances.	This information can be provided as text in the APR report, or a link can be provided that points to the material in a web accessed file such as the annual reports to the accrediting body. The accomplishments of the faculty must be listed by program.	
D. Service	Departmental records, Lists of service projects.	This information can be provided as text in the APR report, or a link can be provided that points to the material in a web accessed file such as the annual reports to the accrediting body. The accomplishments of the faculty must be listed by program.	