**Academic Program 5-Year Self-Study Outline (2025-2026)**

A 5-year self-study offers department members an opportunity to reflect on how well a program has met its mission and goals. In self-study, a program analyzes and reflects upon its

* current strengths and areas in need of improvement
* program mission and goals
* curricular offerings
* educational effectiveness
* faculty
* adequacy of resources

The self-study report should not be solely descriptive. Rather, it should present a narrative that *analyzes* how well the program is achieving its mission and goals, particularly those related to student success. The analysis must be *evidence-based,* not anecdotal or solely observational.

Ultimately, a reflective, analytical self-study should inform how the program might improve its offerings, programs, and services. Writing the self-study should be a participatory process that includes all full-time faculty members of the department. Adjunct faculty, students, and alumni might also be included.

**I. Executive Summary** (This should be completed *after* the self-study has been written.)

* What are some of the program’s notable highlights, strengths, or accomplishments from the five-year review period? (Please include the evidence that supports these claims.)
* What are the areas in need of improvement?
* What are the program’s plans and goals for the next 5-years? Include the specific evidence that informs these plans and goals.

**II. Program Goals (Learning & Operational)**

* What are the program’s mission, learning goals, and operational goals?
* In the following tables, show how the program’s mission and goals align with the University’s mission and institutional goals.

|  |  |
| --- | --- |
| **Utica University Mission** | **Department Mission** |
| We empower learners to achieve their life and career goals |  |
| Through personally enriching experiences |  |
| And outstanding educational pathways |  |

|  |  |
| --- | --- |
| **Institutional Goals** | **Departmental Goals** |
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**III. Curriculum**

* Provide an updated curriculum map using [this template](https://docs.google.com/spreadsheets/d/1ah2WzJv4_3gheBzN3_x4Ae7JwXg_Yfob/edit?gid=2014000493#gid=2014000493).
* Complete [this table](https://docs.google.com/spreadsheets/d/1ah2WzJv4_3gheBzN3_x4Ae7JwXg_Yfob/edit?gid=2014000493#gid=2014000493) to demonstrate how program learning *goals* map to the institutional learning objectives.
* Describe how the curriculum has changed over the 5-year review period and identify the assessment findings used to inform these curriculum changes.
* Describe how the curriculum embraces a variety of perspectives and addresses current, relevant issues.
* Describe the experiential or co-curricular opportunities the program provides for its students (e.g. student-faculty research, clinical experiences, internships). Identify the evidence that indicates these experiences are valuable in supporting the student experience.

**IV. Educational Effectiveness**

* Your program’s dashboard provides 5 years of data on enrollment, retention, and graduation rates.
  + How do enrollment trends in the program compare to national and institutional enrollment trends during the 5-year review period?
  + Are the program’s graduation rates far below the institution’s or institutional target?
* Summarize the assessment findings from the 5-year review period, using either tables, charts, or graphs.
  + What historical trends have the faculty observed with respect to student success in the program?
  + Indicate where specifically students are performing well and where they are less successful.
* If the program has identified any trends in course failures or withdrawals, indicate the plans to address them.
* Provide examples of how the program used assessment findings to improve student learning, curriculum, and pedagogy.
* Provide examples of how the department shared assessment findings with relevant stakeholders and prospective students.

**V. Faculty**

* Explain whether the number of faculty is sufficient to achieve the *institution’s* mission and goals.

**VI. Resources**

* What resources will be needed during the next 5 years *that are supported by evidence presented in the self-study report?*