

I.A

Purpose Mission of the Program

Describe the purpose/mission of your program in the narrative box below.

Narrative

I.B

Competencies

Provide a list of general education and program competencies in the narrative box below.

Narrative

I.C

Marketing, Promotion or Recruitment Activities

In the narrative box below list any marketing, promotion, or recruitment activities for your program and your role in activities (including dates, locations, and target audience).

Narrative

Marketing/Promotion/Recruiting Activity	Role in Activity	Activity Date	Activity Location	Estimated Attendance

II.A

Enrollment

In the narrative box below, write the goal your program aims to achieve (i.e. the program will seek to enroll a diverse student population) with a specific program outcome (i.e. program enrollment will increase by 5% this year...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with enrollment):
Outcome (Write the intended outcome for program enrollment using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's enrollment data with last year's enrollment data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year. Finally, include a discussion of gender, age, ethnicity and home campus variables):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.B

In-Semester Retention

In the narrative box below, write the goal your program aims to achieve (i.e. the program will utilize early alert and safety net to improve retention rates) with a specific program outcome (i.e. 80% of the students enrolled will successfully complete the semester...). List all of the specific tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with in-semester retention):

Outcome (Write the intended outcome for program in-semester retention rate using percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools that will be used):

Results (Report the percentages for each semester):

Analysis (Compare and contrast this year's in-semester retention data with last year's in-semester retention data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: (please enter in the box below)

II.C

Course Retention/Student Success

In the narrative box below, write the goal your program aims to achieve (i.e. the program faculty will assess high risk students and use strategies to improve grades) with a specific program outcome (i.e. the program will have minimum 70% discipline retention rate in all courses...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with course retention):
Outcome (Write the intended outcome for program course retention rate using percentages):
Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):
Results (Report the percentages for the <u>current year</u> and specify if the outcome was met or not met):
Analysis (Compare and contrast <u>this year's course retention data with last year's course retention data</u> . Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome <u>next year</u> .):

Based on this analysis, the program outcome for next academic year will read: (please enter in the box below)

II.D

Persistence

In the narrative box below, write the goal your program aims to achieve (i.e. master advisors will work

with enrolled students to ensure re-enrollment) with a specific program outcome (i.e. the program will have a minimum Fall to Spring persistence rate of 75%...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with persistence):

Outcome (Write the intended outcome for persistence using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's persistence data with last year's persistence data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.E

Completers

In the narrative box below, write the goal your program aims to achieve (i.e. the program will produce graduates with certificates, diplomas and degrees) with a specific program outcome (i.e. the program will produce 12 graduates with 20 credentials annually...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with completers):

Outcome (Write the intended outcome for program completers using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's completers data with last year's completers data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.F

Placement

In the narrative box below, write the goal your program aims to achieve (i.e. graduates will find employment in a field related to their program of study) with a specific program outcome (i.e. 75% of students who graduate from the program will be employed in the field within 6 months...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with placement):

Outcome (Write the intended outcome for program placement using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's placement data with last year's placement data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.G

Transfer

In the narrative box below, write the goal your program aims to achieve (i.e. graduates of the program will pursue additional degrees or credentials) with a specific program outcome (i.e. 25% of students who graduate from the program will enroll in a B.S. program within one year of graduation...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with transfer):

Outcome (Write the intended outcome for program transfer using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's transfer data with last year's transfer data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.H

Assessment/Licensure/Other Exams

In the narrative box below, write the goal your program aims to achieve (i.e. program graduates will take a national exam and become licensed) with a specific program outcome (i.e. 90% of program graduates will apply for the licensure exam within three months of graduation and pass the licensure exam on the first attempt...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with assessment/licensure/other exams):

Outcome (Write the intended outcome for program assessment/licensure/other exams using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's assessment/licensure/other exams data with last year's assessment/licensure/other exams data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.I

Student Satisfaction

In the narrative box below, write the goal your program aims to achieve (i.e. students will indicate satisfaction with the courses, instructors, and learning outcomes) with a specific program outcome (i.e. 85% of the students enrolled in the program will indicate strongly agree or agree with the instructor statements on the course evaluation of instruction instrument ...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with student satisfaction):

Outcome (Write the intended outcome for student satisfaction using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's student satisfaction data with last year's student satisfaction data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.J

Program Satisfaction

In the narrative box below, write the goal your program aims to achieve (i.e. graduates will indicate satisfaction with all areas of the program) with a specific program outcome (i.e. 80% of the students will indicate strongly agree or agree on all general education outcome questions on the program satisfaction survey for graduates...). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with program satisfaction):

Outcome (Write the intended outcome for program satisfaction using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was

met or not met):

Analysis (Compare and contrast this year's program satisfaction data with last year's program satisfaction data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

II.K

Employer Satisfaction

In the narrative box below, write the goal your program aims to achieve (i.e. area employers will indicate satisfaction with the graduates of the program) with a specific program outcome (i.e. 90% of employers surveyed will indicate very good on technical knowledge on the employer satisfaction survey....). List all of the tools you will use to obtain the data to document the outcome. Record your results and provide an analysis of the results. Attach any supporting documents in the "Requirement Sources" area below.

Narrative

Goal (Write a general statement of what will be accomplished with employer satisfaction):

Outcome (Write the intended outcome for employer satisfaction using numbers and/or percentages):

Assessment Tools (In addition to the data provided by the Institutional Research Office, list any program specific assessment tools including CCSSE scores, licensure reports, TEDS data, program surveys, etc.):

Results (Report the numbers and/or percentages for the current year and specify if the outcome was met or not met):

Analysis (Compare and contrast this year's employer satisfaction data with last year's program satisfaction data. Provide an explanation of what was done to achieve the outcome or what will be done to achieve the outcome if it was not met. List the strategies that will be developed and implemented to achieve the outcome next year.):

Based on this analysis, the program outcome for next academic year will read: *(please enter in the box below)*

III.A

Course Assessment Forms

Each fall term and each spring term, faculty choose one course to assess and prepare/complete a Course Assessment form.

If the program **has program competencies**, faculty assess one program competency and two course specific competencies. If the program **does not have program competencies**, faculty assess three course specific competencies.

In the "Requirement Sources" area below, attach all of the Course Assessment forms from faculty for the current academic year.

In the narrative box below, use the information from the **Program Course Assessment Summary Form** to provide a summary of key course assessment findings by discipline/program, outline what was done to improve student learning across the discipline/program, and identify actions or recommendations to improve student learning in the future based on course assessment results.

Narrative

IV.A

Assessment Tools

In the narrative box below, list specific assessment tools used by faculty in courses/programs **not already reported in requirement III.A** (such as common departmental exams, common rubrics, or skill check sheets). *Right click on the table to insert additional rows if needed.*

Narrative

Course	Type of Tool	Results/Action Plans/Strategies	Implementation Date

V.A

Support Services Evaluation

Please complete the table in the narrative box below.

Narrative

	How does each service support the	What specific enhancements, purchases, and suggestions would you make to improve your

	program?	program in each service area?
Library Services		
Academic Resource Center		
Admissions/Recruiting		

VI.A

Program Planning/Evaluation/Improvement

Please respond to the questions in the narrative below.

Narrative

1. Using last year's Program Review Summary Form, record any weakness and **recommendations cited. Summarize what was done to address any weaknesses and recommendations and/or strengthen the program:**

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2. Using the table below, record the challenge-strategies you developed last year (see last year's review, section VI.A Program Planning/Evaluation/Improvement, question 5) and report on the results of those strategies to address last year's challenges:

Specific Strategies (measurable)	Status

3. Review the *2012 CCSSE Results Overview Academic Services report*. **Identify the survey item under one of the CCSSE benchmarks which had a large gap between the faculty perception percentage and the student-reported percentage (ex: Student/Faculty Interaction CCSSE Benchmark - **4o Received prompt feedback...**). Report both the student-reported percentage, faculty perception percentage, and the gap percentage. Record the strategies you developed to address the gap.** *Note: You will deploy these strategies in your program classes during the 2013-14 academic year and report on their implementation in the 2013-14 program review.*

CCSSE BENCHMARK	Survey Item	Student-Reported %	Faculty Perception %	GAP % (difference between Faculty Perception % and Student-Reported %)	Strategies To Address Gap
Active and Collaborative Learning					
Student Effort					
Academic Challenge					
Student-Faculty Interaction					
Support for Learners					

4. List what you perceive to be the "top three" strengths of your program as it currently exists:

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5. Using the table below, list the challenges faced by your program this year and indicate the strategies which you plan to employ to address each challenge in the next academic year. Please list each challenge in one row:

Challenges	Specific Strategies (measurable)

6. As a result of this year's program review, summarize what needs to be done in the next academic year to improve the program:

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7. What are the specific program resources/budget needs you will need for next year? List the top three in the table below:

Item	Vendor	Cost

VII.A

Additional Information

In the narrative box below, summarize any other information you feel is relevant to this year's program review or any additional plans for program improvement not already addressed in this review.

Narrative

VIII.A.1

Enrollment Information

Complete the tables in the narrative box below.

Narrative

List data from your selective admission applicant process.

	# of Applicants <small>(with complete files)</small>	Mean ACT Score of Applicants	Mean GPA of Applicants	# Students Admitted	Mean ACT of Admits	Mean GPA of Admits
Fall 2011						

Spring 2012						
Fall 2012						
Spring 2013						

List the number of students enrolled by gender and ethnic origin.

	Total Enrolled	Male	Female	White	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	Not Specified
Number Enrolled Fall 2011									
Number Enrolled Spring 2012									
Number Enrolled Fall 2012									
Number Enrolled Spring 2013									

List the total number of students enrolled and number enrolled by PeopleSoft home campus code in the table below.

	Total Enrolled	HZC	HZCLE	HZCKN	HZCLC	HZCTC
Number Enrolled Fall 2011						
Number Enrolled Spring 2012						
Number Enrolled Fall 2012						
Number Enrolled Spring 2013						

List the total number of students enrolled and the total credit hours generated for students enrolled in the table below.

	Total Enrolled	Total Credit Hours Generated
Number Enrolled Fall 2011		
Number Enrolled Spring 2012		
Number Enrolled Fall 2012		
Number Enrolled Spring 2013		

VIII.A.2

Student Retention

In the table within the narrative box below, list the beginning (*as of the last day to add 16-week class*) and ending (*as of assigning final grades - exclude students with W grades*) program enrollment; then calculate the **retention rate** percentage. If a regional program, please provide the information by college. (*Retention rate is defined as the number of students retained from beginning to end of the same semester.*)

Narrative

Beginning Fall 2011	Ending Fall 2011	Retention Rate %
Beginning Spring 2012	Ending Spring 2012	Retention Rate %
Beginning Fall 2012	Ending Fall 2012	Retention Rate %
Beginning Spring 2013	Ending Spring 2013	Retention Rate %

VIII.A.3

Student Retention from Admission through Graduation

Complete the table in the narrative box below.

Narrative

Beginning Fall 2010	Ending Spring 2012	Retention Rate %
Beginning Fall 2011	Ending Spring 2013	Retention Rate %

VIII.A.4

Student Persistence

In the table within the narrative box below, list the number of students enrolled in the Fall (*as of the last day to add 16-week class*) and continued in the Spring (*as of last day to add 16-week class*); then calculate the **persistence rate** percentage. (*Persistence rate is defined as the number of students who started and finished in the fall semester and continued by enrolling in the following spring semester.*)

Narrative

Number Enrolled Fall 2011	Number Continued Spring 2012	Persistence Rate %
Number Enrolled Fall 2012	Number Continued Spring 2013	Persistence Rate %

VIII.A.5

Student Graduation, Placement and Transfer

Complete the tables and respond to the items in the narrative box below.

Narrative

In the table below, list the number of **graduates** (*unduplicated count*).

Total Students Graduating Summer 2011	
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Total Students Graduating Fall 2011	
Total Students Graduating Spring 2012	
Total Students Graduating Summer 2012	
Total Students Graduating Fall 2012	
Total Students Graduating Spring 2013	

In the table below, separately list the **number of credentials** awarded per degree, diploma, or certificate for each term. If there are no credentials given, indicate or list a '0' in the term box.

List the Name of all Credentials (Degree, Diploma, Certificate)	Summer 2011	Fall 2011	Spring 2012	Summer 2012	Fall 2012	Spring 2013

Use the KRADD Occupational Outlook, Kentucky Occupational Outlook, U.S. Bureau of Labor Statistics Occupational Outlook, America's Career InfoNet, and the KCTCS high-wage, high-demand information to describe the applicable job market (starting salary for both national average and local average, availability of jobs, national trends, etc.):

Term	Number of graduates listed (a)	Employed in Program Field (b)	Employed in Other Fields (c)	Transferred to Other College (d)	Not Employed	Placement Rate % (b)/(a)	Continuance Rate % (b+d)/(a)
Fall 2010-Spring 2011							
Fall 2011-Spring 2012							
Fall 2012-Spring 2013							

Add any other comments related to students' employment (such as early leavers with marketable skills) and/or transfer of students to other institutions:

VIII.A.6

Other Assessments

In the table within the narrative box below, list any other assessments, including performance on program certifications, licensing or registry exams - use first-time attempt for calculating passage rate, etc. Report the number of students passing after multiple attempts within 12 months of graduation.

Narrative

Academic Year	Type of Exam	Date of Exam	Number Tested First-Time	Number Passed on First Attempt	First-time Pass Rate %	Total Number of Students Passing After Multiple Attempts within 12 Months of Graduation
2011-2012						
2012-2013						

VIII.B.1

Program Advisory Committee Members and Recommendations

First, respond to the item in the narrative box below. Second, in the "Requirement Sources" area at the bottom of this page, attach a list of the current Advisory Committee members, their organization and the chair of the committee, and attach the minutes of the Advisory Committee meetings from last year.

Narrative

Summarize what the Advisory Committee members have recommended as improvements for the program:

VIII.C.1

Budget

Complete the table and summarization in the narrative box below.

Narrative

In the table below, list the budget information for the program. If a regional program, identify the amounts from both institutions.

Academic Year	Amount Budgeted	Amount Spent	Amount Perkins Allocated	Amount Perkins Spent
2011-2012				

Summarize any budget-related issues and/or future budgetary needs:

VIII.C.2

Facilities

In the narrative box below, summarize any facility-related issues and/or future needs to be addressed.

Narrative

VIII.C.3

Faculty

In the table within the narrative box below, list the current program faculty members and their full-time or part-time status. (Right click on the table to insert additional rows as needed.)

Narrative

Name of Faculty Member	Full-Time/Part-Time

VIII.C.4

Professional Development

In the table within the narrative box below, list all program-specific professional development activities that program faculty participated in during the current academic year (do not include general professional development). (Right click on the table to insert additional rows if needed.)

Explain the pursuit of collaborative opportunities with similar programs at other institutions and how collaboration will increase effectiveness and efficiency: