PURDUE
U N I V E R S I T Y ®
NORTHWEST

Date

Dear [Program Chair]:

Program Review is an integral part of assessing and maintaining the integrity of our degree and certificate programs at PNW In AY [date] the XX program went through the review process. This letter serves to document the determinations and recommendations of the Academic Program Review Committee (APRC) as well as the Vice Chancellor for Academic Affairs and Provost.

I support the recommendation of the APRC of CONTINUANCE for the XX program, and I commend the program on its strong program review presentation. The following recommendations from the APRC should frame the work that needs to be done in the coming five years to prepare for the next program review:

Commendations:

1. *The assessment of PLOs is clearly a strength for the XX program. Faculty have been diligent in collecting data, and this has paid off in the program's ability to make improvements that have a positive impact on students.*

2. *Participation in the [professional/accrediting organization] enables this program to articulate with all other programs at Indiana institutions, a real benefit to students. The faculty work to keep current with updated outcomes every three years at a minimum. Thanks to this participation, the students in this program have greater employment opportunities upon graduation.*

3. *This program has a good balance of both students and faculty that are representative of our service area.*

4. *The faculty in this program provide an extensive amount of service to the college.*

5. *The XX program has a very strong understanding of its strengths and challenges and works to overcome the challenges. Continuous quality improvement is particularly evident in the use of student assessment data to make improvements to outcomes and curriculum.*

6. *The presentation was informative. The committee thanks program faculty for stepping in when the chair was not available.*

Program-Specific Recommendations:
The program needs to work on the following areas and provide a brief update to the APRC Committee on progress on a yearly basis until the next program review, which is scheduled for AY [date]:

1. *XX shows good numbers of graduates; however, the time to graduate in the BS degree remains a bit high. The suggestions about better sequencing, contact reports, and relationship building are all good ones that the program should implement.*
2. *The program is encouraged to consider pursuing [xx] accreditation.*
3. *An advisory committee is strongly encouraged for all programs with applied degrees. The program is encouraged to develop relationships with area business partners as soon as possible.*
4. *Enrollment remains a strength in this program. The program offers evening and online courses to meet student demand. We recommend that, if possible, the entire degree be made available online. XX faculty have identified several steps to improve enrollment. We recommend that the program implement these steps over the next few years. Suggested strategies for improving enrollment in our program are as follows:*
   a. *Enhance student success in ABC 12100 (course name) and ABC 11100 (course name) in the BS degree so that the "word" in the community is that the XX program courses at PNW can be accomplished and are a positive experience for enrolled students.*
   b. *Identify and work with students who are taking program and/or service courses as part of their meta-major to explore the possibility of entering their desired field of employment.*
   c. *Work with the Dual Credit High School Outreach coordinator to resume visits to high schools to encourage matriculation at PNW.*
   d. *Offer dual credit [XX program] courses at local High Schools to "hook" students into potential enrollment at PNW.*
   e. *Notify the chair/adviser when new students declare into the [program] degree. A strong initial relationship will set students up for successful guidance through degree progression. A positive experience also speaks loudly to other potential internal and external students who are considering enrollment in our program.*

5. *The committee continues to have concerns about the pass rates for ABC 11001, 12100, and 12200. We recommend that the program faculty investigate a 1- credit emporium support lab, similar to [another course], as a possible way to improve student outcomes. Adding a reading prerequisite may also be helpful.*
6. *Strategic Planning: As an added strategic goal, XX program should develop strategies to close the equity gap. Thinking about how we address gaps in success across race, ethnicity, and gender may lead to improvements. Consider professional development for faculty to develop instructional strategies to increase success rates for students of color.*
7. *The program is encouraged to work to increase success rates in online sections. Professional development may help to develop strategies.*
8. *By [date], present a plan to your dean to address the above recommendations.*

General Recommendations:

1. *Conduct learning assessment of all program-level learning outcomes, and collect and analyze data related to the results.*
2. *Continue to update and post results in the Program Assessment section of TaskStream/Watermark*
3. *Implement assessment of Essential Skills Outcomes (ESOs) in any courses designated as General Education as directed.*
4. *Work to implement your strategic plan goals. The program Strategic Plan must also be updated each year.*
5. *Ensure that your program courses are updated on a five-year cycle. Continue to work with the Curriculum Committee to move forward with your related metamajor.*

You will meet with the VCAA and Provost and the Dean to go over these recommendations and plan the next steps for moving forward. Again, thank you for your hard work in this program review cycle. I look forward to working with you to make your program even stronger.

Sincerely,

Signature

Vice Chancellor for Academic Affairs and Provost