

“[Department/Centre Name]”

**Self Study**

**Cyclical Academic Review**

**of Programs**

**“[Listing of Programs]”**

“[Date]”

**One Page Program Summary**

Insert table available on the Nipissing website that provides a snapshot of the program(s) being reviewed.

**Table of Contents**

**One Page Fact Sheet** 2

1. **Unit Background**
2. **Previous Reviews**

**3. Degree Level Expectations And Learning Outcomes**

* 1. Program Learning Outcomes
  2. Course Learning Outcomes
  3. Assessment of Learning and Improvement of the Program
  4. Additional Learning Outcomes Support
     1. National Survey of Student Engagement Results
     2. Canadian Graduate and Professional Student Survey Results
     3. Other Relevant Data

**4. Program Structure, Curriculum And Delivery Modes**

4.1 Program Goals

4.2 Program Options.

1. Undergraduate
2. Graduate

4.3 Program Structure

4.4 Program Curriculum

1. Calendar Outline
2. Current State of the Discipline
3. Collaborative Arrangements

4.5 Course Offerings

a) Courses Offered by Unit

1. Undergraduate
2. Graduate

b) Additional Required Courses Offered by Other Units

4.6 Modes of Delivery

a) Degree of Interactivity

b) Class Size

c) Appropriateness and Effectiveness

**5. Faculty And Staffing Resources**

5.1 Full and Part-time Faculty

a) Instructor Qualifications and Teaching Assignments within the Unit

b) Contributions by Instructors to Other Units

c) Intellectual Contributions

5.2 Faculty Directly Involved with the Program from other Units

5.3 Permanent Staff with Teaching Responsibilities associated with the Program

5.4 All Other Administrative Support Staff directly associated with the Unit

5.5 Research Grants and Contracts

a) Research Grants and Contracts - External

b) Research Grants and Contracts - Internal

5.6 Financial Support for Graduate Students

**6. Budget, Space and Other Resources**

6.1 Operating Budget

6.2 Space and Equipment

6.3 Other Academic Resources

**7. Technological Resources and Support**

7.1 University Technology Services Report

**8. Library Resources**

**9. Admissions**

9.1 Undergraduate and Graduate Admission Requirements and Qualifications of Incoming Students

9.2 Admission Targets and Numbers of Students Registered

a) Undergraduate Admission Targets and Registrations

b) Graduate Admission Targets, Application Numbers, Acceptances, and Registrations

c) Undergraduate and Graduate Distribution of Admission Averages

9.3 Admission Patterns

a) Undergraduate Applications: 101s vs. 105s

b) Graduate Admissions

c) Other Relevant Information

1. **Enrollments**

10.1 Undergraduate: Number of Majors (by program)

10.2 Undergraduate: Full-time Equivalent Enrolment (by session)

10.3 Graduate Program Enrollments and Projections

1. **Retention, Graduation, and Times to Completion** 
   1. Undergraduate Retention and Graduate Rates (10-year cohort analysis)
   2. Graduate Flow-Through and Times to Completion
2. Master’s Students
3. Doctoral Students
4. **Student Success**
   1. Scholarly Success
   2. Pathways to Success after Graduation

Undergraduate

Graduate

**13. Surveys**

13.1 Results of Surveys of Current Students

13.2 Results of Surveys of Recent Alumni

13.3 Results of Other Surveys

**14. Potential for Growth and Improvement**

**15. Academic Program Plan**

**Appendices**

APPENDIX A – Course Level Learning Outcomes

APPENDIX B - Course Outlines

APPENDIX C – CVs

APPENDIX D – Program Governance and Unit Rules and Regulations

APPENDIX E – Surveys of Current Students

APPENDIX F – Surveys of Recent Alumni

APPENDIX G – External Surveys Relevant to the Program (if available)

Units are required to select tables that reflect their DLEs (e.g., Bachelor’s, Honours, Master’s, Doctoral) and their unique populations of students (undergraduate, graduate, etc.). The template is intended to be used in conjunction with the Self Study Manual that will provide some guidance of where information regarding tables can be found (e.g., The Institutional Planning Office (IPO)). Individual units may find this information in different forms, at times blending such things as number of applications, offers, acceptances, retentions, graduations, etc. Such revisions to existing table recommendations should be negotiated with the Office of the Provost and Vice President, Academic and Research.

A summary document for Section 5 tables has been prepared in order to facilitate data collection from faculty.

1. **Unit Background**
2. **Previous Reviews**

Summary of recommendations and impact of implementation. Reports are included in Appendix H.

1. **Degree Level Expectations and Learning Outcomes**
   1. ***Program Learning Outcomes***

Table 3.1 Mapping Program to DLEs

* 1. ***Course Learning Outcomes***

Table A.1 for each course is included in Appendix A

Table 3.2 Mapping Program Outcomes to Learning Activities and Assessment (Mapping of Table A.1)

* 1. ***Assessment of Learning and Improvement of the Program***

Table 3.2 Mapping Program Outcomes to Learning Activities and Assessment – (Information summarized from Table A.1)

Table 3.3 Curriculum Mapping

* 1. ***Additional Learning Outcomes Support***
     1. ***National Survey of Student Engagement (NSSE) Results (Latest available)***
     2. ***Canadian Graduate and Professional Student Survey (CGPSS) Results (Latest available)***
  2. ***Other Relevant Data***

Appendix B – Course Outlines and Course Assessment and Evaluation Instruments

1. **Program Structure, Curriculum and Delivery Modes**

***4.1 Program Goals***

* 1. ***Program Options***

1. ***Undergraduate***
2. ***Graduate***

***4.3 Program Structure***

* 1. ***Program Curriculum***

1. ***Calendar Outline***

Table 4.1 Calendar Outline

Table C.1 Program Calendar Entry is provided in Appendix C.

1. ***Current State of the Discipline***
2. ***Collaborative Arrangements***
   1. ***Course Offerings***
3. ***Courses Offered by Unit***
4. ***Undergraduate***
5. ***Graduate***
6. ***Additional Required Courses Offered by Other Units***
   1. ***Modes of Delivery***
7. ***Degree of Interactivity***

May refer to Table 3.2 Mapping Program Outcomes to Learning Activities and Assessment

1. ***Class Size***
2. ***Appropriateness and Effectiveness***
3. **Faculty and Staffing Resources**

***5.1 Full and Part-time Faculty***

Table 5.1 Instructor Qualifications and Teaching Assignments Within the Unit

Table 5.2 Contributions by Instructors to Other Units

Table 5.3 Intellectual Contributions

***5.2 Faculty Directly Involved with the Program from Other Units***

Table 5.4 Faculty Directly Involved with the Program from Other Units

***5.3 Permanent Staff with Teaching Responsibilities Associated with the Program***

Table 5.5 Permanent Staff with Teaching Responsibilities Associated with the Program

***5.4 All Other Administrative Support Staff Directly Associated with the Unit***

Table 5.6 All Other Administrative Support Staff Directly Associated with the Unit

***5.5 Research Grants and Contracts***

1. Research Grants and Contracts – External

Table 5.7 Research Grants and Contracts – External

1. Research Grants and Contracts – Internal

Table 5.8 Research Grants and Contracts – Internal

***5.6 Faculty Awards and Distinctions***

***5.7 Financial Support for Graduate Students***

Table 5.9 Financial Support for Graduate Students (supplied by Graduate Studies)

Appendix D – CVs of Faculty Referred to in this Section

**6. Budget, Space, and Other Resources**

***6.1 Operating Budget***

Table 6.1 Operating Budget

***6.2 Space and Equipment***

***6.3 Other Academic Resources***

**7. Technological Resources and Support**

***7.1 University Technology Services Report***

1. **Library Resources**
2. **Admissions**
   1. ***Undergraduate and Graduate Admission Requirements and Qualifications of Incoming Students***
   2. ***Admission Targets and Numbers of Students Registered***
3. ***Undergraduate Admission Targets and Registrations (Previous Eight Years)***

Table 9.1 UG Admission Targets

1. ***Graduate Admission Targets, Application Numbers, Acceptances and Registrations (Previous Eight Years)***

Table 9.2 Graduate Admission Targets

1. ***Undergraduate and Graduate Distribution of Admission Averages***

Table 9.3 Undergraduate Admission Averages

Table 9.4 Graduate Admission Averages

* 1. ***Admission Patterns***

1. ***Undergraduate Applications: 101s vs. 105s (Previous Eight Years)***

Table 9.5 UG Admission Applications

1. ***Graduate Admissions***
2. ***Other Relevant Information***

**10. Enrollments**

* 1. ***Undergraduate: Number of Majors (by program) for the Past Eight Years***

Table 10.1 Headcount Enrollment by Major

***10.2 Undergraduate: Full-Time Equivalent Enrolment (by session) for the Past Eight Years.***

Table 10.2 FTE Students Taught

***10.3 Graduate Program Enrolments and Projections***

Table 10.3 Graduate Fall Headcount

**11. Retention, Graduation and Times to Completion**

* 1. ***Undergraduate Retention and Graduation Rates (10-year cohort analysis)***

Table 11.1 Undergraduate Retention and Graduation Report

* 1. ***Graduate Flow-Through and Times to Completion for the Past Eight Years***

1. ***Master’s Students***

Table 11.2 Graduate Flow Through and Times to Completion – Master’s

1. ***Doctoral Students***

Table 11.3 Graduate Flow Through and Times to Completion - PhD

**12. Student Success**

* 1. ***Scholarly Success***
  2. ***Pathways to Success After Graduation***

1. ***Undergraduate***
2. ***Graduate***

**14. Surveys**

***14.1 Results of Surveys of Current Students***

***14.2 Results of Surveys of Recent Alumni***

***14.3 Results of Other Surveys***

1. **Potential for Growth and Improvement**

**16. Academic Program Plan**

**APPENDICES**

The following appendices must be included in the self study. Additional appendices as needed may be added by the unit.

APPENDIX A – Course Level Learning Outcomes

APPENDIX B - Course Outlines

APPENDIX C – CVs

APPENDIX D – Program Governance and Unit Rules and Regulations

APPENDIX E – Surveys of Current Students

APPENDIX F – Surveys of Recent Alumni

APPENDIX G – External Surveys Relevant to the Program (if available)

**List of Tables to be included in Self Study**

Unless otherwise specified, the individual tables are to be inserted directly into body of the self study. Where multiple versions of the same table exist, e.g., Table 3.1, the table appropriate to the level of the program being reviewed is to be included.

Tables A.1 through 5.8 are to be completed by the program.

Tables 5.9 through 12.3 are provided by the Institutional Planning Office

Table A.1 – Course Learning Outcomes

Completed copies for each course in the program are to be included in Appendix A of the Self Study

Table 3.1 - Bachelor's - Program Mapping to DLEs

Table 3.1 - Master's - Program Mapping to DLEs

Table 3.1 - Doctoral - Program Mapping to DLEs

Table 3.2 - Bachelor's - Program Mapping to Modes of Delivery and Methods of Assessment

Table 3.2 - Master's - Program Mapping to Modes of Delivery and Methods of Assessment

Table 3.2 - Doctoral - Program Mapping to Modes of Delivery and Methods of Assessment

Table 3.3 - Bachelor's – Program Curriculum Map

Table 3.3 – Master’s – Program Curriculum Map

Table 3.3 - Doctoral – Program Curriculum Map

Table 4.1 – Summary of Course Information for Program

Table 5.1 – Instructor Qualifications and Teaching Assignments within the Unit

Table 5.2 – Contributions by Instructors to Other Units

Table 5.3 - Intellectual Contributions

Table 5.4 – Contributions by Instructors from Other Units

Table 5.5 – Permanent Staff with Teaching Responsibilities

Table 5.6 – All other Administrative Support Staff

Table 5.7 - Research Grants and Contracts - External

Table 5.8 - Research Grants and Contracts – Internal

Table 5.9 - Graduate Funding Summary\*

Table 6.1 – Operating Budget for the Program\*

Table 10.1 – UG Admission Targets and Registrations\*

Table 10.2 – Graduate Admissions Statistics\*

Table 10.3 – Undergraduate Admission Averages\*

Table 10.4 – Graduate Admission Averages\*

Table 10.5 – UG Admission Applications\*

Table 11.1 – Headcount Enrollment by Major\*

Table 11.2 – FTE Students Taught\*

Table 11.3 Graduate Fall Headcount\*

Table 12.1 – Undergraduate Retention and Graduation Report\*

Table 12.2 – Master’s Graduate Flow Through and Times to Completion\*

Table 12.3 – Doctoral Graduate Flow Through and Times to Completion\*

\*provided by the Institutional Planning Office