

Chapter XXV : STATE REVIEW OF THE MAJOR

This chapter contains the general guidelines for how particular degree programs report their activity to the Missouri Coordinating Board for Higher Education. These guidelines may be changing in the upcoming year.

FINAL DRAFT 5th Edition

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GUIDELINES FOR QUINQUENNIAL REVIEWS OF UNDERGRADUATE AND GRADUATE DEGREE PROGRAMS AT TRUMAN STATE UNIVERSITY

I. GENERAL:

A. Quinquennial reviews of the undergraduate and graduate degree programs at Truman State University are undertaken to provide a comprehensive reflection on each program's status, where the program needs to be, and plans on how to reach its goals.

B. Other objectives of the reviews include:

1. ensuring that degree programs reinforce the University's mission and core objectives and extend the liberal arts and sciences philosophy throughout the entire university

experience;

2. ensuring that each discipline fosters the development of identifiable educational outcomes common to all majors;

3. ensuring that the knowledge and skills gained by students

adhere to the recognized standards of that discipline;

4. educating members of the University community outside the

discipline about the program;

5. providing an outside, objective evaluation of each program

under review.

C. These reviews also meet the Missouri Coordinating Board for

Higher Education (CBHE) requirement that Truman provide a summarized review of 20% of our campus-based undergraduate and graduate programs annually. Results of these reviews are due to the CBHE during the October-

November period following the fiscal year (FY) (July 1 - June 30) in which the review was conducted.

D. The following schedule provides for a systematic review of all of Truman's degree programs over the next five years. Whenever possible, reviews have been scheduled and coordinated with the preparation for outside evaluations and program accreditations. If new academic programs are approved by the CBHE they will be added to the schedule so that a review is conducted during the new program's fifth year. The current program review schedule is:

FY 1996 & 2001

Economics (BS/BA)
Exercise Science (BS)
Mathematics (BS/BA/MA)
Physics (BS)
Theater (BA)

FY 1997 & 2002

Agricultural Science (BS)
Biology (BS/BA/MS)
Health (BS)
Psychology (BS/BA)
Sociology/Anthropology (BS/BA)
Spanish (BA)

FY 1998 & 2003

Art History (BA)
Communication Disorders (BS/BA/MA)
Counseling (MA)
Education (MAE)
Communication
English
Elementary Education
Exercise Science
Foreign Language

Health
 History
 Mathematics
 Middle School
 Music
 Social Science
 Special Education
 Unified Science
 Visual Arts
 German (BA)
 Music (BA) [General with Emphasis Group/Liberal Arts]
 Music (MA)
 Music Performance (BM)
 Nursing (BSN)
 Russian (BA)
 FY 1999 & 2004
 Art (BA)
 Art (BFA) [Visual Communication/Studio Art]
 Business Administration (BS/BA) [Finance/Management/Marketing]
 Chemistry (BS)
 Communication (BA) [Journalism/Speech/Communication]
 Computer Science (BS)
 French (BA)
 Justice Systems (BS)
 Philosophy and Religion (BA)
 FY 2000 & 2005
 Accounting (BS)
 Accountancy (Mac)
 Classics (BA)
 Languages
 Classical Studies
 Late Antiquity/Medieval Studies
 English (BS/BA/MA)
 History (BS/BA/MA)

F. Internal assessments and reviews of general education and other academic, cocurricular and athletic programs will be conducted as specified in the *University Master Plan 1995-2002*.

II. Report Requirements:

A. Program review reports are due to the Vice President of Academic Affairs on or before October 15 in the FY after the review period.

B. Along with the detailed report please include a brief executive summary (not more than two pages) that will be forwarded to the CBHE. This executive summary will highlight the results and recommendations of the review and responses to initiatives recommended from previous reviews if appropriate. Statements of relative quality or performance must be supported by appropriate objective evidence in both the summary and detailed reports. The executive summary should include the following paragraphs/topics:

General:

Inputs:

Environment:

Faculty:

Resources:

Curricular Changes:

Outcomes:

Graduates:

Student Perceptions:

Senior Tests:

Graduate School Placements:

Undergraduate Participation in Research:

Other:

C. The program review report should be organized as follows:

1. Executive Summary
2. Narrative
3. Data Tables
4. Appendices (if appropriate)

- D. The program review narrative will include the following areas:
1. Program Objectives (what the program is designed to accomplish). Include changes in program objectives since the last review and any planned changes.
 2. Relationship to the University's liberal arts and sciences mission.
 3. Program Structure: Suggested areas include:
 - a. The rationale behind the sequence of courses, examinations and other program requirements.
 - b. The breadth of coverage of the field.
 - c. The external relationships established with industry, government and other agencies outside the University.
 4. How this program fulfills University, state and national needs.
 5. Student demand (include any appropriate data not in the tables such as an inability to accept all applicants, special admission standards).
 6. Faculty characteristics and competencies.
 7. Staff characteristics and competencies.
 8. Resources available and needed (facilities, equipment and funding).
 9. Curriculum strengths, unique features, deficiencies and planned remedies.
 10. Instructional methods used and changes planned.
 11. Percent of faculty, resources and credits generated to support the core.
- E. Disciplines should be prepared to present the findings of their reviews at an academic workshop during the second half of the fall semester.
- F. A nationally recognized expert or professional association in the major should be used to conduct an outside review of the major as part of the review process.

G. The data tables contained in Appendix A are required to be completed and included in the report submitted to the Vice President for Academic Affairs.

APPENDIX A

Discipline Review Data Table Formats

These formats begin with the 1990 Fiscal Year (Fall 1989). Discipline Reviews need only include the data for five years, the four years preceding the FY the discipline is being reviewed and the year of the review.

Please list the discipline data in **bold** on the top line and University data on the second line in those tables where applicable. Actual University data is shown where appropriate in the tables.

NC*=Not Calculated

NA*=Not Administered

INPUTS -

TABLE I-1

First Time Freshmen (Undergraduate Programs)

Fall	1988 (FY89)	1989 (FY90)	1990 (FY91)	1991 (FY92)	1992 (FY93)	1993 (FY94)	1994 (FY95)	1995 (FY96)	1996 (FY97)
Number of Students									
Program									
University	1614	1601	1311	1401	1400	1617	1545	1504	1482
% Program/ University									
Mean ACT Score									
Program									
University	24.4	24.6	25.7	25.3	25.3	25.6	26.0	26.1	26.4
Mean High School GPA									
Program		3.39	3.40	3.40	3.43	3.50	3.54	3.57	
University									
Percent Missouri Residents									
Program									
University	68.6%	64.8%	70.5%	68.0%	72.0%	67.3%	69.2%	73.7%	71.8%
Percent Minority									
Program									
University	4.2%	3.5%	6.3%	7.5%	7.6%	8.5%	7.2%	8.4%	

TABLE I-3 -

Program New Faculty (Full-Time)

Number hired in regular appointments the last 5 years _____

Percent of all faculty hired in the last 5 years _____%

Number and percent hired from minority groups ____/____%

Number and percent hired with doctoral/terminal degrees ____/____%

Achievements and other notable/special achievements prior to hiring:

LINDEVALD:

VALASCO:

Universities granting terminal degrees:

**ENVIRONMENT -
TABLE E-1**

<u>Students (Undergraduate Programs)</u>		1989	1990	1991	1992	1993	1994	1995	1996	1997
Fiscal Year										
Number of undergraduates	Program									
	University	5760	5897	5610	5710	5742	5906	6061	6043	6017
Retention rate of freshmen to program	Program									
	University	61.0%	61.7%	63.3%	66.0%	67.0%				
Retention rate of freshmen to university	Program									
	University	78.0%	79.0%	81.0%	83.0%	82.6%	83.4%	83.6%		
Student-Faculty ratio (# of students to 1 faculty)	Program									
	University			15.56	14.83	15.29	15.29	16.09	15.30	15.55
Number of significant faculty one-on-one research with students	Program									
	University	521	595	790	758	578	411	602	630	

GSO:

Fiscal Year 1989 1990 1991 1992 1993 1994 1995 1996 1997

n =

Percent of students reporting studying 21 hours or more per week

Program

University 23.1% 23.7% 20.8% 21.3% 20.3% 25.9% 25.5% 29.7%

Percent of students reporting studying 10 or fewer hours per week

Program

University 27.4% 28.2% 25.2% 31.9% 30.2% 33.5% 35.9% 24.6%

Frequency of major writing projects

Program (P)

University (U)

very often - P

very often - U

often - P

often - U

not very often

not very often

never - P

never - U

42.9%

39.0%

16.5%

1.5%

42.6%

36.2%

17.7%

3.5%

29.9%

52.7%

17.3%

0.1%

28.4%

52.2%

19.2%

0.2%

32.8%

50.4%

16.6%

0.2%

26.0%

55.5%

18.3%

0.3%

24.2%

55.2%

20.5%

0.2%

TABLE E-3 -

Faculty (Program)

Current number FT: PI; Average last 5 year FT PI

Number and percent full time: / %

Number and percent part-time: / %

Number and percent currently holding doctoral degrees / %

Number and percent holding terminal, non-doctoral degrees / %

Number and percent minority or other underrepresented group / %

Number and percent:

Tenured / %

Tenure-Track / %

Professor / %

Associate Professor / %

Assistant Professor / %

Instructor / %

Mean teaching load 1989 1990 1991 1992 1993 1994 1995 1996 1997

Fall Data

credit hours

contact hours

Percent holding membership in professional organizations / %

Percent holding leadership roles in professional organizations / %

Satisfaction with major: (1=very dissatisfied, 4=very satisfied)

Fiscal Year	1989	1990	1991	1992	1993	1994	1995	1996	1997
Overall impression of courses									
Program									
University	3.31	3.33	3.32	3.29	3.29	NC	3.41	3.29	
Overall quality of instruction									
Program									
University	3.17	3.20	3.27	3.25	3.28	3.15	3.25	3.28	
Availability of courses									
Program									
University	2.86	2.88	2.90	2.83	2.77	NC	2.96	2.80	
Accessibility of instructors									
Program									
University	3.18	3.23	3.33	3.35	3.31	3.14	3.37	3.23	
Helpfulness of instructors with career plans/Faculty career advising									
Program									
University	2.85	2.83	2.79	2.81	2.82	2.39	2.77		
Faculty academic advising									
Program									
University	2.65	2.66	2.58	2.65	2.74	2.63	3.07	2.66	
Attitude of faculty toward students									
Program									
University	3.09	3.08	3.16	3.15	3.17	3.08	3.08	3.07	

ISS Satisfaction Levels: (4=very satisfied, 1=very dissatisfied, 0=N/A)

Fiscal Year	1989	1990	1991	1992	1993	1994	1995	1996	1997
Faculty instruction in the major Program									
University	NA	3.10	3.19	3.19	3.26	NA	NA		
Faculty academic advising Program									
University	NA	2.71	2.79	2.84	2.86	NA	NA		
Faculty accessibility in major Program									
University	NA	3.10	3.21	3.16	3.21	NA	NA		

**TABLE E-4 -
Curriculum/Cocurriculum**

Curriculum:

Number of required hours in major _____

Number of required support hours outside major _____

Cocurriculum

Number of student organizations related to the major _____

Number of students participating in student organizations _____

Number of faculty sponsoring student organizations _____

OUTPUTS -

TABLE O-1

Students (Undergraduate Programs)

Fiscal Year	1989	1990	1991	1992	1993	1994	1995	1996	1997
Number graduating									
Program									
University	983	1035	956	1069	1074	1075	1034	1070	
Six-year graduation rate									
Program									
University	NA*	NA*	NA*	NA*	NA*	53.4%	54.6%	58.1%	
Percent scoring above 50th %-tile on a nationally normed senior test									
Program									
University	66.0%	77.0%	78.0%	69.0%	70.8%	66.0%	62.9%	66.5%	
Percent scoring above 80th %-tile on a nationally normed senior test									
Program									
University	28.0%	24.0%	26.0%	27.0%	33.0%	31.7%	27.0%	28.3%	
Percent of graduates that are minority									
Program									
University			2.4%	2.9%	3.0%	3.0%	5.0%	6.3%	
Percent of graduates going to graduate or professional schools within 6 months of graduation									
Program									
University	16%	18%	30%	40%	36.2%	38.5%	36.9%	35.7%	

TABLE O-2

List of Graduate and Professional Schools Attended by _____ Graduates Over the Last Five Years

(NOTE: Include the number of students attending a school if more than one)

TABLE O-3

**List of Graduate and Professional Schools Accepting Graduates Over the Last Five
Years**

TABLE O-5 -

<u>Faculty Achievements</u>	1989	1990	1991	1992	1993	1994	1995	1996	1997
Fiscal Year									
Number promoted									
Program									
University									
Number gaining tenure									
Program									
University									
Number publishing in referred journals									
Program									
University	108	160	162	198					
Number presenting at professional conferences									
Program									
University	214	248	248	251					
Number awarded internal grants									
Program									
University	65	82	84	89					
Number awarded external grants									
Program									
University	24	27	40	35	21				28

Amount of external grant money acquired

Fiscal Year	University	Program
1990		
1991		
1992		
1993	\$885,168	
1994	\$1,220,000 (28)	
1995	\$1,271,539 (33)	
1996		