Comprehensive Program Review

The College of Liberal Arts and Social Sciences

Department of Sociology

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Distinguished Professor of Sociology
Department Chair of Sociology
0: (912) 358-4169
Table of Content
Academic Program:

Degrees/Majors Offered:

Faculty member(s) completing the CPR report:

Section I: Mission Review

- Relate the purpose and history of the department to the overall purpose and history of the University and College or School.
- Describe the structure of the department, including specific personnel responsibilities.

Section II: Accreditation (if applicable)

- List all accrediting bodies that are relevant to programs offered in the department.
- Describe the current accreditation status of each program in the department.
- Describe future accreditation plans, including brief needs and resource assessments.

Section III: Program Productivity (Credit Hours Generated and Degrees Granted)

- Based on the data in Appendix Tables 1 & 2, provide a narrative analysis of the degrees granted by the program and the credit hour production in core, upper-level undergraduate courses, and graduate programs (if applicable).
- Set goals and desired standard of achievement

Section IV: Program Viability

A. Faculty and student profiles

- Based on the data provided in Appendix Table 3, provide a narrative analysis of the majors and minors enrolled in the program. Indicate any trends in the data and provide justification if necessary.
- Based on the data provided in Appendix Tables 4 - 9, provide a narrative analysis of the program’s faculty and student demographics, student-faculty ratios, average class sizes, and distribution of faculty by rank.
- Based on the data provided in Appendix Table 10, provide a narrative analysis of the program’s retention rates and describe student recruitment and retention strategies used by the department.
- Set goals and desired standards of achievement.
B. Program Resources

- Quantify the following types of resources:
  - Fiscal
  - Physical facilities
  - Human
  - Library resources
  - Computers and other educational technologies

Section V: Program Quality

A. Curriculum

- Based on the data contained in Appendix Tables 11 - 13, provide a narrative analysis of the program’s course offerings and how they meet student needs and progression toward graduation.
- Describe any state-mandated instructional activities and how these mandates are being met.
- Indicate degree completion requirements in terms of semester hours; minimum credits to be earned; and special requirements, such as competency tests in the area.
- Explain the use of outside agencies for practice, co-ops and internships, consortium arrangements, and dual-degree programs.
- Describe the processes used to coordinate syllabi preparation for multi-section courses and all course offerings within the department.

B. Instruction

- Describe the methods of instruction traditionally used in the discipline and the relationships of these methods to those actually used by faculty in the program.
- Discuss the uses of technology for instruction in courses offered by the department, including distance education.

C. Students

- List the number of students per year who are admitted to graduate school or obtain jobs related to the discipline.
- List the number of graduates who attain career status consistent with student outcomes expressed by the department, including receipt of appropriate discipline specific certification and/or licensure.
- Describe the student recognition activities of the department.
- List and describe the student organizations associated with the department.
- Describe student participation in research and scholarly activity within the
department, including incorporation of research/scholarly activity in courses and student publications.

D. Faculty

- Attach Faculty Credentials Academic Degrees Earned Report in Appendix B as evidence of educational background of faculty.
- Attach Faculty Credentials Report of Faculty Accomplishments in Appendix B as evidence of research and scholarly productivity.
- Describe the areas of expertise and interest represented in the department.
- Attach Faculty Credentials Report of Professional Development Activities in Appendix B as evidence of faculty development.
- Describe the process of academic advising in the department.

E. Service

- Attach Faculty Credentials Report of General Service by Faculty in Appendix C as evidence of service to the university, local and regional community.
- List student organizations advised by each faculty member.
- List committee assignments for each faculty member.
- Describe student participation in service to the local and regional community, including service-learning opportunities provided by the department.

Section VI: Strategic Plan

- Describe your strategic plan including the program mission statement and goals and objectives you that will guide you until the next strategic planning cycle.
- Describe how this overall program plan fits into the University strategic plan.

Section VII: Program Outcomes Assessment

Use the Outcomes Assessment Plan and Results template to provide a detailed student outcomes analysis.

Section VIII: Summary and Implications of Findings

Summarize the strengths of the unit and opportunities for improvement based on information in sections I - VII.
### Standard I: Indicators of Measures of Quality

#### Student Input – Undergraduate Programs

<table>
<thead>
<tr>
<th>Student Input – Undergraduate Programs</th>
<th>AY 2016</th>
<th>AY 2017</th>
<th>AY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standardized Test Scores (if applicable), for undergraduate programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-- ACT or SAT – Choose the standardized examination used and indicate in the space provided below:</td>
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<tr>
<td>Number of Students Reported (Total N):</td>
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<tr>
<td>Freshman Index (as applicable)</td>
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<tr>
<td>Other - Institutions may substitute other measures of quality (e.g. entry scores or GPA into a degree program such as nursing, business, education) as appropriate. Please briefly discuss what the measure(s) are and how they are defined.</td>
<td></td>
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<tr>
<td>Institutional Indicators of Quality- Student Input (campus determined). Please define what Indicators are used and how they are interpreted.</td>
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</tbody>
</table>

#### Student Output – Undergraduate Programs

<table>
<thead>
<tr>
<th>Student Output – Undergraduate Programs</th>
<th>AY 2016</th>
<th>AY 2017</th>
<th>AY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Exit scores or Pass Rate on national/state exams for licensure (as appropriate)</td>
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<tr>
<td>Also indicate the number of students reporting scores for the test(s) (Total N):</td>
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<tr>
<td>Average Graduating Major GPA or Cumulative GPA for the Academic Year. Please indicate which GPA is used:</td>
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<tr>
<td>Also indicate the number of students reporting scores for the test(s) (Total N):</td>
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<tr>
<td>Employment rates of graduates (if available)</td>
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<tr>
<td>Admission into graduate programs (if available)</td>
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</tbody>
</table>
Institutional Indicators of Quality – Student Output (campus determined). Please identify what Indicators are used and how they are defined.

<table>
<thead>
<tr>
<th><strong>Student Input - Graduate Programs</strong></th>
<th>AY 2016</th>
<th>AY 2017</th>
<th>AY 2018</th>
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</thead>
<tbody>
<tr>
<td>Average Graduate and/or Undergraduate GPA admitted and enrolled.</td>
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<tr>
<td>Also, indicate the number of students reported (Total N).</td>
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<tr>
<td>Standardized Test Scores (if applicable), for graduate programs --- GRE, GMAT, LSAT, MCAT - Choose the standardized examination and indicate in the space provided below.</td>
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<tr>
<td>Also, indicate the number of students reporting scores for the test(s) (Total N):</td>
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</table>

Institutional Indicators of Quality - Student Input (campus determined). Please define what Indicators are used and how they are interpreted.

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<th>AY 2016</th>
<th>AY 2017</th>
<th>AY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Exit Scores on National and State Licensure and/or Certification Exams OR Average Pass Rate (as appropriate) Specific Exam:</td>
<td></td>
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<tr>
<td>Also, indicate the number of students reporting scores for the test(s) (Total N):</td>
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<tr>
<td>Graduating Major or stand-alone degree GPA scores Indicate whether Major GPA or Cumulative Graduation GPA is used:</td>
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<tr>
<td>Indicate the number of students reported (Total N).</td>
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<tr>
<td>External Quality Assurance (e.g., professional accreditation, surveys, market rankings)</td>
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<tr>
<td>Institutional Indicators of Quality - Student Output (campus determined). Please define what Indicators are used and how they are interpreted.</td>
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</tbody>
</table>
Narrative Section: Describe additional details as deemed appropriate (*the box is expandable*).

<table>
<thead>
<tr>
<th><strong>Standard II: Faculty</strong></th>
<th>AY 2016</th>
<th>AY 2017</th>
<th>AY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Terminally Degreed Faculty in the Department (regardless of whether the faculty teach in the program)</td>
<td></td>
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<tr>
<td>Number of Non-terminally Degreed Faculty in the Department (regardless of whether the faculty teach in the program)</td>
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<tr>
<td>Undergraduate or Graduate programs: Total amount of sponsored research funding awarded for the academic year</td>
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<tr>
<td>Undergraduate or Graduate programs: Other External funds for program support. Provide the total amount for the academic year.</td>
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<tr>
<td>Undergraduate or Graduate programs: Number of peer-reviewed publications for the academic year.</td>
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<tr>
<td>Undergraduate or Graduate programs: Number of faculty research fellowships awarded in the academic year.</td>
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<tr>
<td>Institutional Indicators of Faculty Quality-Output (campus determined) Please define what Indicators are used and how they are interpreted.</td>
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<tr>
<td>External Quality Assurance (e.g. professional)</td>
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</tbody>
</table>
accreditation surveys; market rankings) Please define what Indicators are used and how they are interpreted.

| Narrative Section: Describe additional details as deemed appropriate *(the box is expandable).* |

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**Curricular Alignment and Currency to the Discipline as well as Workforce/Occupational Need and Demand**

Narrative Section: Describe additional details as deemed appropriate *(the box is expandable).*
<table>
<thead>
<tr>
<th>Standard III: Indicators of Measures of Viability</th>
<th>AY 2016</th>
<th>AY 2017</th>
<th>AY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Demand for the Program</strong></td>
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<tr>
<td>Number of students who completed an application to the program (if an applicable process is in place)- Institution determines the milestone for reporting purposes (e.g. point in time formal applications are reviewed and acceptances are granted)</td>
<td></td>
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<tr>
<td>Number of students who are admitted to the program --- Institution determines the milestone for reporting purposes (e.g., formal admittance to a degree program)</td>
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<tr>
<td>Number of students in the degree program --- Institution determines the milestone for reporting purposes</td>
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<tr>
<td>Standard Faculty Workload for the degree program (example: 3/3, 4/3, etc.)</td>
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<tr>
<td>Number of Faculty (tenured/track and non-tenured) supporting the degree program within the department</td>
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<td></td>
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</tr>
<tr>
<td>Number of Faculty (tenured/track and non-tenured) supporting the degree program outside the department</td>
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<tr>
<td>Number of Full-Time faculty teaching in the program</td>
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</tbody>
</table>

**Narrative Section:** Describe additional details as deemed appropriate *(the box is expandable).*
<table>
<thead>
<tr>
<th>Standard IV: Indicators of Measures of Productivity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time to Degree</strong></td>
</tr>
<tr>
<td>Undergraduate student time to degree (average, in years) for non-transfer students graduating in the academic year (AY)</td>
</tr>
<tr>
<td>Undergraduate student time to degree (average, in years) for transfer students graduating in the academic year (AY)</td>
</tr>
<tr>
<td>Institution specific factors impacting time to degree. Describe additional details as deemed appropriate.</td>
</tr>
<tr>
<td>Graduate student time to degree (average, in years) graduating in the academic year.</td>
</tr>
<tr>
<td>Institution specific factors impacting time to degree. Describe additional details as deemed appropriate.</td>
</tr>
<tr>
<td><strong>Graduation - Only provide data for the level of program being reviewed.</strong></td>
</tr>
<tr>
<td>Number of degrees awarded in the program for the academic year.</td>
</tr>
</tbody>
</table>
Comprehensive Program Review Dean’s Report

Academic Program Name:

College or School:

Department:

Date of Last Internal Review:

Outcome of Previous Program Review (brief narrative statement, if applicable):

Current Date:

**Executive Summary:** Provide a summary related to the program productivity, viability, and quality. If this is the initial review of the program address how the program is/is not meeting the enrollment and credit hour projects contained in the original program proposal. Include a statement of plans for action based on the overall categorical summation contained in the next section.
Categorical Summation

Check any of the following to categorically describe action(s) the institution will take concerning this program.

☐ Program MEETS Institution’s Criteria

☐ Program is critical to the institutional mission and will be retained.
☐ Program is critical to the institutional mission and is growing or a high demand field and thus will be enhanced.

☐ Program DOES NOT MEET Institution’s Criteria

☐ Program will be placed on a monitoring status.
☐ Program will undergo substantive curricular revisions.
☐ Program will be deactivated.
☐ Program will be voluntarily terminated.
☐ Other (identify/add text):

Academic Dean Signature:

Date:
Comprehensive Program Review Provost’s Report

Institution: Savannah State University

Academic Program Name:

CIP Code:

College or School:

Department:

Date of Last Internal Review:

Outcome of Previous Program Review (brief narrative statement):

Current Date:

Provost Response: Provide a summary related to the program productivity, viability, and quality. If this is the initial review of the program address how the program is/is not meeting the enrollment and credit hour projects contained in the original program proposal. Include a statement of plans for action based on the overall categorical summation contained in the next section.
Categorical Summation

Check any of the following to categorically describe action(s) the institution will take concerning this program.

☐ Program MEETS Institution’s Criteria

☐ Program is critical to the institutional mission and will be retained.
☐ Program is critical to the institutional mission and is growing or a high demand field and thus will be enhanced.

☐ Program PARTIALLY MEETS Institution’s Criteria and will be re-evaluated in ___________.

☐ Program DOES NOT MEET Institution’s Criteria

☐ Program will be placed on a monitoring status.
☐ Program will undergo substantive curricular revisions.
☐ Program will be deactivated.
☐ Program will be voluntarily terminated.
☐ Other (identify/add text):

Provost or VPAA Signature:

Date:
Appendix A

Table 1: Degrees Granted
Table 2: Credit Hours Generated
Table 3: Majors and Minors
Table 4: Numbers by Class
Table 5: Distribution of Faculty and Students
Table 6: Average Class Size by Instructional Method
Table 7: Average Class Size Program vs. University
Table 8.1: Student-Faculty Ratio
Table 8.2: Courses Taught by Full Time versus Part Time Faculty
Table 8.3: Courses Taught by Faculty with Terminal Degrees
Table 9.1: Diversity of Program (Ethnicity)
Table 9.2: Diversity of Program (Race)
Table 10: Retention Rate
Tables 11 & 12: Courses and Offerings
Table 13: Course Offerings by Faculty
Appendix B

1. Academic Degrees Earned Report
2. Report of Faculty Accomplishments
3. Report of Professional Development Activities
Appendix C
Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty

Name of Institution:

Name of Primary Department, Academic Program, or Discipline:

Academic Term(s) Included: Date Form Completed:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME (F, P)</td>
<td>COURSES TAUGHT Including Term, Course Number &amp; Title, Credit Hours (D, UN, UT, G)</td>
<td>ACADEMIC DEGREES &amp; COURSEWORK Relevant to Courses Taught, Including Institution &amp; Major List specific graduate coursework, if needed</td>
<td>OTHER QUALIFICATIONS &amp; COMMENTS Related to Courses Taught</td>
<td></td>
</tr>
</tbody>
</table>

F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate