**Self-Study Narrative Template (from page 11 of the Guidelines Manual)**

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| MissionA. The strengths or distinguishing features of the program as compared with other programs. In particular the narrative should identify:  * 1. The mission statement and program goals of the department.   2. The differences between the program and other similar programs offered on the Auraria campus and in the metropolitan area, if such others exist.   3. The interconnections and cooperation, if any, which exist between the program and other similar programs offered on the Auraria campus and in the metropolitan area.   4. If the program has an advisory council, the narrative should contain a description of the composition and functions of the council and its activities during the review period. Changes to the program that have been suggested by the advisory council might be noted.   **Curriculum**  B. Describe any significant changes to the curriculum since last program review, together with the rationale for these modifications. The answer to this question should include a description of:   * 1. Curriculum philosophy, including the role accreditation plays in shaping course design and content.   2. Changes in the curriculum that have been proposed but are not yet through the curriculum process.   3. Changes in the curriculum being considered by the program and an explanation of potential benefits of these changes. Are any of these changes the result of a systematic review of exceptions requested and/or approved by faculty?   4. The program's use of and interest in online courses.   5. How the program has integrated technology into the curriculum and plans for integrating new technologies.   6. A list of the specific general studies courses required of program majors or minors, if any. What is the rationale for these specified general studies courses? Is there any conflict or confusion with Pathways transfers? If so, please explain.   7. Any identifiable trends in the employment/further education of graduates, and its impact on the curriculum.   8. The major changes occurring in similar programs at other institutions; that is, the changes in the curriculum of the discipline that are taking place nationwide.   **Assessment**  C. An analysis of assessment activities, including:   1. A clear description of the program’s goals and student learning outcomes. 2. The results of a faculty review of the program’s student learning outcomes. Are any revisions needed? If so, explain. 3. The usefulness of the student learning assessment data. Are any revisions needed? If so, explain. 4. Changes made in the curriculum to address concerns about student learning, e.g., changed prerequisites because students lack the prerequisite knowledge. See D. 5. How students’ participation in internships, undergraduate research, field experiences, service-learning courses or co-curricular activities are connected to the program’s student learning outcomes. Identify the outcomes and how the effectiveness of those experiences are evaluated? 6. How faculty members have shared assessment results with students and others, including their advisory council members, if applicable.  FacultyD. Information about faculty turnover, strengths, and challenges. The narrative should describe the:  1. Strengths or specialties of current faculty’s professional development interests. 2. Changes in faculty since the last program review, i.e. who retired or resigned and who was hired, along with any changes in specialties that resulted either from the change in personnel or from retraining of current faculty. 3. Special expertise possessed by part-time faculty teaching in the program. 4. Faculty's interest in research on teaching and learning. 5. Key scholarly and intellectual outputs by faculty. Incorporate Watermark as relevant.  StudentsE. Methods by which the program strives to meet the needs of students, particularly nontraditional students, including a description of the:  1. Academic and career advising and tutoring services provided to students. 2. Success of program strategies designed to improve degree completion rates. What challenges does the program face in addressing degree completion rates? 3. Extracurricular activities and/or clubs sponsored by the program for its majors and minors, and their recent activities. 4. Special scheduling needs of the department's or program's students, if any, and the method of assessment of those needs.   F. Enrollment Management. The narrative should describe:   1. Admission requirements into the program, if any. 2. Strategies the program has developed to recruit and retain students, especially activities aimed at women, minorities and non-traditional students. 3. Any special academic and/or demographic characteristics of students the program is intended to serve. 4. Any memoranda of understanding (transfer agreements) and their effectiveness in recruiting students. 5. If prerequisites are not being enforced using Banner, why not? 6. Methods the program intentionally uses, class size and other variables to manage enrollment. 7. Policies on assigning evening and weekend courses, overload courses, and summer teaching. 8. Policies and practices in relation to multi-section courses and affiliate faculty. In particular, methods used to assure reasonably uniform course expectations across different sections should be described.   G. Student achievements and collaborative activities with faculty outside the classroom. The narrative should describe:   1. The role of undergraduate research within the program. 2. Student involvement in undergraduate and graduate level research, together with details of any research outputs and presentations. 3. Significant student awards, performances, or presentations. 4. Other notable student engagement with stakeholders outside the classroom.   H. Knowledge about alumni. The narrative should describe the:   1. Actions taken or planned to ensure closer and continuing contact with alumni. 2. Achievements, awards, honors or recognition received by current students and alumni of the program. [MSU Denver awards should not be included.]  Resources I. The program’s relationship to the external community. The narrative should describe:   1. The service and engagement opportunities provided to the community that require significant personnel time or funds and the method by which the service/engagement opportunity is assessed. 2. Evidence that the services/engagement activities provided are valued by the internal and external constituencies. 3. Those community needs that the program cannot meet due to lack of resources.   J. Ways in which the program strives to effectively use its personnel and equipment resources, including strengths and areas of concern. The narrative should address the effectiveness and adequacy of:   1. Facilities, equipment, software, and databases. Needed items should be mentioned. Do you use resources at other institutions or locations (e.g., labs, libraries)? If so, please describe. 2. Alignment of faculty expertise with course scheduling/rotation to facilitate student success and completion of the degree. 3. Staff support. 4. Support given to faculty in relation to instruction, e.g., supplies. 5. Administrative support.   K. Outside support and funding. The narrative should describe the:   1. Successful attempts the program has made to receive outside funding. Grants written for the program, as well as other sources from which funds were requested, should be briefly described. 2. Gifts received by the program including their approximate value. This would include gifts of equipment as well as funding for scholarships.   **Stakeholder Engagement Using Online Media (Online Presence)**  L. The narrative should include information about the program’s website and its overall approach to establishing an online presence:   1. Is the program’s website outward facing, targeting prospective students and the student's family? 2. Is the site content current and regularly updated? 3. Is there someone within the program that is responsible for maintaining the website? 4. Does the department have enough resources (faculty or staff) to properly maintain the website? 5. Which social media or other media platforms does the program use to reach out to prospective students?   The narrative should answer as many of these topic areas as possible. Do not hesitate to add any additional comments that give a better understanding of how the program views and supports the website and other social media in promoting the program to prospective students. |