**Georgia Tech**

**Internal Academic Program Review**

**Date:**

**Academic Program Name***(One degree-granting program per form)***:**

**CIP Code:**

**Dean(s):**

**College(s):**

**School(s):**

**School Chair(s):**

**Program Director:**

**Associate Dean(s) Contact:**

**Date of Last Academic Program Review:**

**Outcome and update of Previous Program Review (brief narrative statement):**

**Timeline for Internal Academic Program Review:**

|  |  |
| --- | --- |
| **Spring** | Associate Provost Confirms APR Schedule with Associate Deans |
| **Spring** | In consultation with the School Chair(s) and faculty, the relevant Dean/Designee and Senior Vice Provost for Education and Learning collectively determine External APR or Internal APR |
| **Summer** | School Chair(s)/Program Director work with IRP and OAE to confirm faculty list and acquire data (described below) for analysis |
| **Fall** | School and College analysis of data; produce brief narratives for Viability, Productivity, and Quality of each academic degree program (one form per academic program) |
| **January** | Dean/Designee Signature and submission to the Office of Academic Effectiveness (Data 1 cycle of annual program assessment must be appended to APR Form.) |
| **February** | Provost/Designee Signature |

**Data to analyze Viability, Productivity, and Quality:**

Institutional Research & Planning (IRP) Basic Data Portfolio Content:

Below is a summary of the data a program/college under review can expect to receive from Georgia Tech’s Institutional Research & Planning Office and to be included in the appendices of the self-study.

**Program, School, and College Response/Analysis**

Provide a summary related to the program’s ***productivity, viability, and quality*** based on the data and information provided. If this is the initial review of the program, address how the program is/is not meeting the enrollment and credit hour projections contained in the original program proposal. Include a statement of plans for action based on the overall analysis.

**Summary of productivity, viability, and quality:**

***Note:*** The School Chair and program faculty review the APR information. Then the School Chair/Program Director meets with the Dean/Designee to complete the following:

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

\_\_\_\_Program meets expectations. The program is viable, productive, and of quality; it is aligned to the institutional mission and is growing and/or is a high demand field.

\_\_\_\_Program PARTIALLY MEETS expectations. (If selected, the Dean/Designee and the Senior Vice Provost for Teaching and Learning add comments below.)

Comments:

\_\_\_\_Program DOES NOT MEET expectations. (If selected, the Dean/Designee and the Senior Vice Provost for Teaching and Learning add comments below.)

Comments:

**Recommendations** by the Dean/Designee and the Senior Vice Provost for Education and Learning: (These can include substantive curricular revisions or deactivation.)

Dean/Designee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost/Designee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Append: Data to analyze Viability, Productivity, and Quality:**

Institutional Research & Planning (IRP) Basic Data Portfolio Content:

Below is a summary of the data a program/college under review can expect to receive from Georgia Tech’s Institutional Research & Planning Office and to be included in the appendices of the self-study.

*[Indicators of Viability (V); Productivity (P); Quality (Q) Measures]*

* + 1. *Student Level Data (Most Recent 5-Yr Period): Bachelor Degree Level by Program*
       1. *Admissions by Academic Year (V) Total Number of Applied*
          1. *Total Number of Admitted*
          2. Total Number of Enrolled
          3. Acceptance Rate (% Accepted
          4. Yield Rate (% Actually Enrolled)
       2. *Fall Census Enrollment by Academic Year (V)* 
          1. Overview

Total Number of Enrolled

Full Time Equivalent (FTE) [FTE = (Total Credit Hours) / 12]

Total Credit Hours (Sum of Enrolled Credit Hours)

* + - * 1. Demographics

Sex # and %

Race/ethnicity

* + - 1. *Persistence Measures (P)*
         1. Retention Rates by Cohort

Cohort inclusion criteria: Start Summer or Fall and full-time Fall

Retention = enrolled or having graduated

[Retention rates reflect students who entered into program with their cohort but may not have graduated in the same program]

* + - * 1. Graduation Rates by Cohort

Cohort inclusion criteria: Start Summer or Fall, and full-time Fall

[Graduation rates reflect students who entered into program. with their cohort but may not have graduated in the same program]

4-year to 8-year graduation rates

[‘Six-year graduation rate’ is the official rate according to the IPEDS graduation rate survey definition. Cohorts without a complete 4-year graduation rate are not included. For example, if currently Spring 2018 is in progress, Fall 2014 cohort is excluded because the full AY2017-2018 is not complete.]

* + - * 1. *Degrees Awarded by Academic Year*
        2. *Average Time to Degree in Semesters (excluding summer)*
    1. *Student Level Data (Most Recent 5-Yr Period): Graduate Programs*

[Master’s Degree Program Data and Doctoral Degree Program Data will be listed separately, but the categories of data are identical, below]

* + - 1. *Admissions by Academic Year (V)*
         1. Total Number of Applied
         2. Total Number of Admitted
         3. Total Number of Enrolled
         4. Acceptance Rate (% Accepted)
         5. Yield Rate (% Actually Enrolled)
      2. *Fall Census Enrollment by Academic Year (V)*
         1. Overview

Total Number of Enrolled

Full Time Equivalent (FTE) [FTE = (Total Credit Hours) / 9]

Total Credit Hours (Sum of Enrolled Credit Hours)

* + - * 1. Demographics

Sex

Race/ethnicity

* + - 1. *Persistence Measures (P)*
         1. Degrees Awarded by Academic Year)
         2. Average Time to Degree in Semesters (excluding summer)
    1. *Faculty Level Data*
       1. *Faculty Profile – Only Active Faculty (V) Counts, Average Salary, and Total Salary Outlays*
          1. Faculty by Rank
          2. Postdoctoral Scholars
          3. Graduate Assistant by Position Type
       2. *Faculty Profile – Only Active faculty with Faculty indicator according to the Human Resources Data Mart (HRDM) (V)*
          1. Average Annual Salary by Rank (Adjusted to 10-month Equivalent)
          2. Demographics

Sex

Race/ethnicity

Citizenship

* + - * 1. Characteristics

Total Number by Rank

Number of Faculty by Teaching CIPC

* + 1. *External Data*
       1. *Starting Salary of Graduating Students (Q)*
          1. Bachelor’s
          2. Master’s
          3. Doctoral
       2. *Economic Development and Employer Planning System (EDEPS) (V)*
          1. US Supply & Demand for CIP category and related job fields
          2. GA Supply & Demand for CIP category and related job fields

For additional information about this data, please contact the Office of Institutional Research and  
Planning:  
Jason Wang  
Interim Senior Director of IRP  
jason.wang@irp.gatech.edu  
Tele: 404.385.5727

**Append:** The last cycle of the Annual Assessment Report for the degree:  
The Office of Academic Effectiveness (OAE) will compile the most recent annual assessment  
report for the degree.