**ACADEMIC PROGRAM CRITERIA TEMPLATE**

***[In all criteria when a table provides NMU Average and NMU High, these are the average and high values for similar programs at NMU. For example, BS Major programs are only compared to other BS Major programs, not Masters, or Associates, or Certificates, etc.]***

**\*All references to 2015-16 academic year refer to S15, F15, W16.**

**CRITERION 1: HISTORY & DEVELOPMENT (7 points)**

*Include historical factors related to the program’s development.*

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| **Prompts** | **Sources** | **Responsible Person(s)** |
| Provide a description of the program’s history including the evolution of the program over the years. | Department handbook/webpages/archive materials | Department Head |
| **Program response 3500 Characters allowed:** | | |
| Your program demonstrates the following enrollment history from Fall 2011 through Fall 2015. Please explain how your program has adapted to meet these changes in student enrollment. | Institutional Research | Department Head  Institutional Research |
| *DATA DROPPED VIA QUALTRICS SURVEY* | | |
| **Program Response 1000 Characters allowed:** | | |

**CRITERION 2: EXTERNAL DEMAND FOR THE PROGRAM (12 points)**

*A number of constituents drive external demand for programs: students and their families, employers and business partners, and other university partners. Address the external demand for the program.*

* *Respond for S15, F15, W16 academic year only.*

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| **Questions** | **Sources** | **Responsible Person(s)** | |
| What is the demand for graduates of this program? | Bureau of Labor Statistics - Occupational Outlook Handbook <https://www.bls.gov/ooh/home.htm>,  The National Association of Colleges, and  http://[www.economicmodeling.com/](http://www.economicmodeling.com/) software | Department Head | |
| **Program Response 1,000 Characters allowed:** | | |
| What relationships or partnerships did this program have with corporations, agencies, organizations in 2015-16? |  | Department Head | |
| **Program Response 1600 Characters allowed:** | | |
| How many and what proportion of your graduates have found placement in program-related fields (e.g., graduate school, pre-professional programs, or job placement)? | Program placement statistics | Departmental head | |
| **Program Response 1,100 Characters allowed:** | | |

**CRITERION 3: INTERNAL DEMAND (12 points)**

*Internal demand for programs is driven by how the program serves the university.*

* *For example, what is the relationship of the program to other programs or curricula?*
* *How does the program serve other programs or institutional needs?*
* *Respond for S15, F15, W16 academic year only.*

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| **Prompts** | **Sources** | **Responsible Person(s)** |

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| The student credit hours generated by students in this program for all other programs at NMU for 2015-2016 was: *DATA DROP*   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | | | |
| List program activities that serve the university: |  |  | |
| **Program Response 1,200 Characters allowed:** | | |

**CRITERION 4: QUALITY OF INPUTS (12 points)**

*This criterion assesses the quality of various inputs used by the program in meeting its objectives.*

* *Respond for S15, F15, W16 academic year only.*

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| **Prompts** | **Sources** | **Responsible Person(s)** | |
| Is accreditation available for your program? Are you accredited? | Departmental data | Department Head | |
| **Program Response 400 Characters allowed:** | | |
| The students admitted into your program have the following average high school GPA, ACT, and SAT scores. Transfer students entering your program with the following average incoming GPA. | Program admission standards. | Department Head  Institutional Research  Program Director | |
| **Program Response 1,000 Characters allowed:** | | |
| What is the composition of faculty affiliated with the program? | FTETF  Headcount  Proportion of tenure-track/  term/contingent/adjunct (Academic Affairs) | Department Head  Program Director | |
| **Program Response 200 Characters allowed:** | | | |
| |  |  | | --- | --- | | **How many faculty (within your department) taught in the program during snapshot year?**  **How many faculty had a terminal degree or equivalent?** | **0% of full time faculty** |   **For interdisciplinary programs provide additional narrative.** | | |
| **Program Response 200 Characters allowed:** | | |
| Enumerate examples of your faculty member's scholarship/creative works, professional development, service, or awards (e.g., presentations, publications, creative works). | Departmental data, Annual Department SRA Reports | Department Head  Program Director | |
| **Program Response 1,500 Characters allowed:** | | |

**CRITERION 5: QUALITY OF OUTCOMES (16 points)**

*Quality of outcomes is the relative success of the program’s accomplishments in terms of outcomes assessment, and student learning.*

* *Respond for S15, F15, W16 academic year only.*

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| **Prompts** | **Sources** | **Responsible Person(s)** | |
| What are the results of your assessment of student learning outcome reports? | Program Assessment of Learning Reports  Outcomes Assessment Data  Any National Certification Exam results, or similar Data  Assessment Coordinator | Department AOL Coordinator | |
| **Program Response 1,000 Characters allowed:** | | |
| Enumerate examples of your students’ scholarship (outside the classroom that exceed course requirements, service, or awards (e.g.; presentations, publications). | Departmental data | Department Head  Program Director | |
| **Program Response 500 Characters allowed:** | | |

**CRITERION 6: SIZE, SCOPE, & PRODUCTIVITY (10 points)**

*What is the size and breadth of the program?*

* *Respond for S15, F15, W16 academic year only.*

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| **Prompts** | **Sources** | **Responsible Person(s)** | |
| The number of students in your program and the total SCH resulting from courses within your program was as follows: | Number of students (majors, minors, or enrollees) | Institutional Research  Registrar | |
| DATA DROP   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 15-16 | Value | NMU Average | NMU Maximum | % of Dept Total | | Total SCH your program courses generate |  |  |  |  | | Students Enrolled in courses for this program |  |  |  |  |   Program Response 500 Characters allowed: | | |

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| |  |  | | --- | --- | |  | 2015-2016 | | Total credits required for graduation from this program |  | | Elective credits |  | |

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| How productive is this program in terms of degrees or certificates awarded? | Degrees or certificates awarded each year (if applicable). | Institutional Research  Department Head  Faculty | |
| DATA DROP   |  |  |  |  | | --- | --- | --- | --- | |  | Degrees Awarded | NMU Average | NMU High | | 2011-2012 |  |  |  | | 2012-2013 |  |  |  | | 2013-2014 |  |  |  | | 2014-2015 |  |  |  | | 2015-2016 |  |  |  |   Program Response 500 Characters allowed: | | |

**CRITERION 7: REVENUE & OTHER RESOURCES GENERATED (6 points)**

*What are the program’s sources of revenue?*

***EVALUATION OF THE CRITERIA IS BASED ON THE FIGURES BELOW, IF YOU WOULD LIKE TO COMMENT, PLEASE DO SO IN THE TEXT BOX PROVIDED***

* *Respond for S15, F15, W16 academic year only.*

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| **Prompts** | **Sources** | **Responsible Person(s)** | |
| The net tuition revenue generated by the program is as follows: | Financial Statements  Tuition and fees | NMU Finance | |
| DATA DROP   |  |  |  |  | | --- | --- | --- | --- | | Allocated Revenues | 2015-2016 | NMU Average | NMU High | | Net Tuition and Fees |  |  |  | | State Appropriation |  |  |  | | General University Revenue |  |  |  | | Total Allocated Revenues |  |  |  |   Program Response 500 Characters allowed: | | |
| The following are other sources of revenue, in addition to tuition: | Financial Statements  Unrestricted/Restricted donations  Restricted scholarships  Restricted equipment funds  Grants  Restricted operational funds  In-kind contributions  Service charges | NMU Finance  NMU Foundation  Grants Office | |
| DATA DROP   |  |  |  |  | | --- | --- | --- | --- | | Program Specific Revenues | 2015-2016 | NMU Average | NMU High | | Tuition and Fees |  |  |  | | Grants and Contracts |  |  |  | | Sales and Service |  |  |  | | Gifts (Foundation Revenue) |  |  |  | | Total Program Specific Revenues |  |  |  | |  |  |  |  | | Total Revenues |  |  |  |   Program Response 500 Characters allowed: | | |

**CRITERION 8: EXPENSES AND OTHER COSTS INCURRED (6 points)**

*What expenses, including assigned overhead, are required for the program to conduct its activities?*

***EVALUATION OF THE CRITERIA IS BASED ON THE FIGURES BELOW, IF YOU WOULD LIKE TO COMMENT, PLEASE DO SO IN THE TEXT BOX PROVIDED***

*Respond for S15, F15, W16 academic year only.*

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| **Prompts** | **Sources** | **Responsible Person(s)** |
| The following are the direct and indirect costs associated with this program: | Financial Statements | NMU Finance |

DATA DROP

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| |  |  |  |  | | --- | --- | --- | --- | | Direct Costs | 2015-2016 | NMU Average | NMU High | | Labor (Salary and Fringes) |  |  |  | | Supplies, Services, Material & Equipment |  |  |  | | Total Direct Costs |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | Indirect Costs | 2015-2016 | NMU Average | NMU High | | Utilities |  |  |  | | Debt Service/Interest Expense |  |  |  | | Depreciation |  |  |  | | TLC Student Laptops |  |  |  | | Other University Overhead (Insurance, Facility Maintenance, etc.): |  |  |  | | Total Indirect Costs |  |  |  | |  |  |  |  | | Total Costs |  |  |  | |

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| DATA DROP   |  |  |  |  | | --- | --- | --- | --- | |  | 2015-2016 | NMU Average | NMU High | | Net Total |  |  |  | | Revenue/Cost |  |  |  | | | |
| If this program were eliminated, estimate the savings in terms of faculty time, consumables, or other items no longer required if this program were no longer offered. |  | NMU Finance  Institutional Research  Department Head  Program Director | |
| Program Response 1,500 Characters allowed: | | |

**CRITERION 9: IMPACT, JUSTIFICATION, & OVERALL ESSENTIALITY (10 points)**

*This criterion focuses on the overall importance of the program & its contributions to the institution’s success.*

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| **Prompts** | **Sources** | **Responsible Person(s)** | |
| This program is essential to the mission of the institution, the community, and/or the region for the following reasons: | Department survey  Community input  2015-16 NMU Mission Statement is:  “***Northern Michigan University challenges its students and employees to think independently and critically, develop lifelong learning habits, acquire career skills, embrace diversity and become productive citizens in the regional and global community”*** | Department Head  Program Director  Faculty | |
| Program Response 1,200 Characters allowed: | | |
| This program helps the institution differentiate itself from other colleges and universities in the state, region, or at the national level in the following ways: | Department survey  Community input | Department Head  Program Director  Faculty | |
| Program Response 1,000 Characters allowed: | | |
| Please address any of the areas of this template which do not accurately reflect the strengths and weaknesses of your program. |  | Department Head | |
| Program Response 500 Characters allowed: | | |

**CRITERION 10: OPPORTUNITY ANALYSIS (9 points)**

*This criterion allows the program to describe the additional contributions it could make if it had access to specific additional resources.*

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| **Prompts** | **Sources** | **Responsible Person(s)** | |
| List what your program has already done to transform since 2015-2016 (i.e. curriculum proposal): | Curriculum proposals, etc. | Department Head | |
| Program Response 2,000 Characters allowed: | | |
| This program can be strengthened or transformed in the following ways: What specific resources (e.g., new personnel, new technology, new equipment, and new facilities) would enable you to do so? | Department survey  Availability of space, resources. | Department Head  Program Director  Faculty | |
| Program Response 700 Characters allowed: | | |
| List the potential collaborations (within the institution, beyond it, etc.) and/or any other opportunities to improve this program: | Samples (other universities/other programs)  Department survey | Department Head  Program Director  Faculty | |
| Program Response 800 Characters allowed: | | |