City University of New York
Program Review/Self Study Guidelines

Site Visit 2024-25

Brooklyn College
Office of the Associate Provost for Institutional Effectiveness
CUNY Board of Trustees and MSCHE

- Non-Accredited Programs Review
- 8-year cycle
- Each degree program offered
Self Study Elements

- Faculty analyze the curriculum in relation to the goals of the department, the College, and the University
Self Study Elements

- investigate the effectiveness of curriculum in relation to the desired outcomes as perceived by:
  - Students
  - Alumni
  - Faculty members
Self Study Elements

- When appropriate, review of
  - professions
  - industries
  - employers
Self Study Elements

- Reviews characteristics to determine strengths and weaknesses
- Considers needed changes
Self Study Elements

- Evaluates the current levels of resources on the ongoing program
- Suggests needed changes in program, departmental organization, and resources
- Considers Diversity, Equity & Inclusion (MSCHE)
# Check List of Requirements within Framework for Self Study

### Discussion of the goals of the program in relation to:
1. Department Mission
2. College Mission
3. University Mission
4. Perceptions and expectations of students

### Description of the Curriculum:
1. Introductory courses
2. Major courses
3. Electives
4. Articulation and collaboration with other programs

### Discussion of measures of program activity in areas such as:
1. courses and sections offered
2. enrollments
## Check List of Requirements within Framework for Self Study

### Discussion of measures of faculty activities:
1. Teaching
2. Research
3. Professional service

### Design and delivery of instruction:
Consider a discussion of mode of delivery as a result of the pandemic

### Discussion of measures of resources:
1. Operating budgets
2. Faculty
3. Facilities
4. Equipment
Check List of Requirements within Framework for Self Study

Discussion of measure of program results including:
1. retention
2. degrees awarded,
3. post-graduation experiences of students

Discussion of measures of program quality:
1. student course evaluations & alumni surveys
2. external recognition
3. assessment of program learning outcomes (MSCHE)

Future Plans:
1. curriculum development
2. faculty recruitment, retention, and development;
3. facilities and equipment development.
Practices Encouraged by MSCHE

- Completed by team of faculty
- Discussions within the department
  - faculty aware of the self-study
Resources

- Brooklyn College Data Dashboard
- Center for Academic Advisement & Student Success
- Center for Teaching & Learning
- Educational Research & Assessment
- Finance & Administration
- Institutional Research & Data Science
- Learning Center
- Magner Career Center
- Office of Diversity and Equity Programs
- Survey Research Services
Interactive Dashboards: filter to your department and program and drill down to get detailed statistics

1. Enrollment by Program (Since 2005)
   - Demographic indicators include ethnicity, gender, first generation status, composite indicators of low income, and NYC residence.
2. Degree Outcomes by Program (Since 2005)
3. Grade Distribution (Since 2015)
4. Post-Graduate Outcomes by CIP code

http://www.brooklyn.cuny.edu/bc/offices/avpbandp/ipra/enrollment.htm
Statistical Data Available from IRDS for Self Study

Other Options:
1. DWWI Grades Report: Download details about specific courses and sections.
2. Weekly enrollment reports include preliminary enrollment data by major, department, and school.
3. Ad Hoc Requests can be made for details about departments, majors, minors, grades. Complete a Data Request Form: http://www.brooklyn.cuny.edu/bc/offices/avpbandp/ipra/requestform.htm
Next Steps

- Assign Faculty to a Review Team
- Assign Faculty Lead
- Principal Questions
- Identify Data Needed
  - Survey support
- Request Data from IRDS
- Schedule meetings with IE and School Dean