

# **City University of New York Program Review/Self Study Guidelines**

**Site Visit 2024-25**

Brooklyn College  
Office of the Associate Provost  
for Institutional Effectiveness



# IE Support Team



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# 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

# Statistical Data Available from IRDS for Self Study

*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. DWVI 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