**WKU Academic Program Review**

**CERTIFICATE REVIEW Self-Study Template** (updated 5/20/25)

|  |  |
| --- | --- |
| **Program Name:** | **Departmental/College Home:** |
|  |  |
| **WKU Program Reference Number:** | **CIP Code:** |
|  |  |
| **Program Coordinator:** | **Program Original Implementation Date:** |
|  |  |
| **Department Head:** | **Report Submission Date:** |
|  |  |
| **Program Accreditations/Accreditor web address:** | **Most Recent Accreditation Review Year:** |
|  |  |

1. **Response to previous program review recommendations**

|  |
| --- |
| *Summarize recommendations from the previous program review (currently CAPE, 5th-year review, or accreditation report and how they were acted upon). If this is your first review, write NA.* |
|  |

1. **Program Overview**

|  |
| --- |
| *Provide current program requirements as approved, primary delivery modes, and any collaborations with other departments. Consider the following questions:*   1. Provide a link to the program requirements from the WKU catalog? 2. How does the mission of the program fit with the home department and college? 3. What value does the certificate add to the department, college, and or university? Are there specific and actual employment benefits for students? Other specific benefits? 4. What is the program’s structure? Consider whether it is a standalone program? Is it interdisciplinary across departments/colleges? 5. Who is the primary audience for the certificate? |
|  |

1. **[Program Assessment](https://www.wku.edu/academicaffairs/ee/assurance_learning.php) and Evaluation**

|  |
| --- |
| *Summarize the assessment plan used to evaluate the certificate program, the extent to which students are meeting program learning outcomes, and how the program is engaged in a coherent process of continuous curricular and program improvement. Attach annual assessment reports and your program’s curriculum map. Consider the following questions*:   1. What has the program learned through assessment of learning outcomes and what pedagogical and/or curricular changes have been made as a result of assessment? 2. How is this program staying current in the discipline and preparing students for current emerging or future opportunities? 3. If relevant to the program, how do leaders within industry, business, government, or non-profit organizations become involved in offering advice and perspectives on the program and the curriculum? |
|  |

1. **Enrollment and Completion (See Visual Analytics APR Data Set)**

|  |
| --- |
| *Analyze current practices and trends to determine if enrollment levels are consistent with plans and program resources. Compare to WKU program medians and peer programs at other institutions. Discuss relevant program data in the context of the following:*   1. If there are admissions standards and enrollment levels, are they consistent with plans, program resources, and career outcomes? 2. How does the program manage and ensure certificate completion? 3. What material is available on your website or in print to support advising of students? 4. What changes, if any, are planned to improve recruitment, enrollment, completion efforts? |
|  |

1. **Faculty and Teaching Data**

|  |
| --- |
| *Indicate how faculty workload and utilization positively and negatively impacted the program and outline any strategies related to workload utilization that would improve the program. Consider the following:*   1. What is the impact of course offerings, course and faculty rotation, and the structure and frequency of course offerings on certificate program quality? 2. How does student credit hour production in the certificate impact other programs in the home department or in other departments? |
|  |

1. **Alignment with WKU Mission and Strategic Plan**

|  |
| --- |
| *Describe two or three of the main contributions of the certificate program to the* [*WKU Mission, Statement of Purpose, Core Values*](https://www.wku.edu/about/mission.php)*, and Strategic Plan (*[*Climbing to Greater Heights*](https://www.wku.edu/strategicplan/)*)* |
|  |

1. **Alignment with State/CPE Mission**

|  |
| --- |
| Describe two or three of the main contributions of the certificate program to the statewide [postsecondary education strategic agenda](http://cpe.ky.gov/ourwork/documents/2022-30strategicagenda.pdf). |
|  |

1. **Overall Analysis of the Self-Study and the State of the Program**

|  |
| --- |
| *Outline key findings from the self-study, including primary program strengths and challenges, and priorities the program has identified for improvement.*   1. What are your short-term and 5-year goals for the program and what metrics, targets or other information will you use to determine success? 2. What resources, if any, do you need to be successful? |
|  |