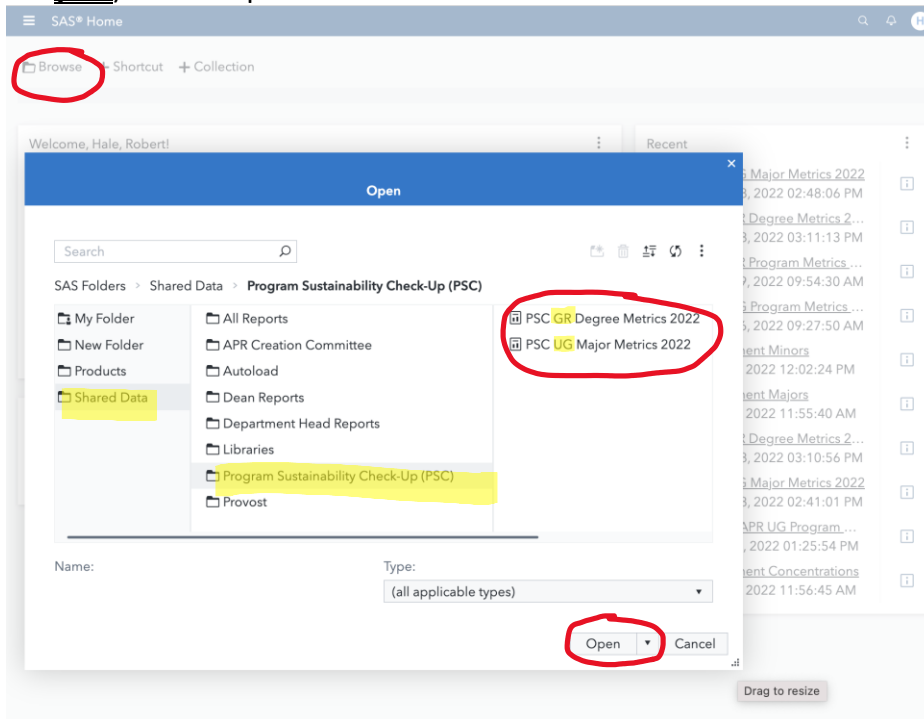


Consolidated PSC Directions (rev. 7-17-25)

Step 1. Determining if the Program Sustainability Check-up (PSC) Self-Study is Required (rev. 7-17-25)

Accessing the Data

1. On the [WKU Institutional Research webpage](#), Log on to [Visual Analytics](#). Click on “Browse.”
2. After the “Open” window opens, select “Shared Data,” then “Program Sustainability Check-up (PSC),” and then either PSC **UG** Major Metrics or PSC **GR** Degree Metrics (for the **current year**). Click “Open.”



3. When the page opens, navigate to your department's data with drop-down menus. The page will look something like this:



Reviewing Data to Determine if your Program has been Flagged

1. Click on the Dashboard for Pgms Not Previously Reviewed tab at the top of the screen to get the overview of all programs, to see areas your program might be flagged in, and whether your program is flagged for review this year. NOTE: If you're looking to see if your program needs to produce an annual report this year, you would click the Dashboard for Pgms Previously Reviewed tab.



2. The page will look like something like this for programs that were not previously reviewed:

PSC UG Major Metrics 2025

Majors, Degrees, Graduation Rate, & SCHP Taught by FT Faculty | 2025 Dashboard for Pgms Not Previously Reviewed | 2025 Dashboard for Pgms Previously Reviewed | Detailed Major Data | Detailed Degree Data | 6-Yr Graduation Rate of Fall 2018 Majors | Detailer

New Program

| | | No | | | | | | | | | | Yes | | | | | | | | | |
|--|--|----|--|--|--|--|--|--|--|--|--|-----|--|--|--|--|--|--|--|--|--|
|--|--|----|--|--|--|--|--|--|--|--|--|-----|--|--|--|--|--|--|--|--|--|

Programs by PSC Metric Thresholds

| Department | Undergraduate Program | Fall 2024 Majors | 2024/25 Degrees | % Graduated in 6 Yrs in Same Major | Avg Annual % Change (Majors) | Avg Annual % Change (Degrees) | AY UG SCHP Per Full-Time Faculty | % UG SCHP by Full-Time Faculty | Student Flag | Direction Flag | Staffing Flag | Flagged for Review 2025 |
|---------------------------------|---|------------------|-----------------|------------------------------------|------------------------------|-------------------------------|----------------------------------|--------------------------------|--------------|----------------|---------------|-------------------------|
| Economics | Mathematical Economics, BS (#731) | 27 | 6 | 80.3% | -17.2% | -23.3% | 593 | 79% | 1 | 1 | 0 | 1 |
| Economics | Economics, AB (#638) | 24 | 9 | 75.7% | -12.8% | -5.3% | 593 | 79% | 1 | 1 | 0 | 1 |
| Analytics & Information Systems | Business Data Analytics, BS (#504) | 118 | 35 | 82.8% | 9.9% | 11.5% | 537 | 69% | 0 | 0 | 0 | 0 |
| Applied Human Sciences | Hospitality Management and Dietetics, BS (#707) | 105 | 32 | 66.5% | -1.3% | 1.4% | 419 | 69% | 0 | 0 | 0 | 0 |
| Applied Human Sciences | Interior Design and Fashion Studies, BS (#5016) | 206 | 55 | 77.5% | -0.5% | 7.8% | 419 | 69% | 0 | 0 | 0 | 0 |
| Art & Design | Visual Arts, BFA (#514) | 179 | 25 | 60.0% | 4.0% | 6.9% | 332 | 76% | 0 | 0 | 0 | 0 |
| Biological Sciences | Biology (minor required), BS (#617) | 345 | 76 | 53.9% | -9.5% | -6.0% | 523 | 90% | 0 | 1 | 0 | 0 |
| Economics | Business Economics, BS (#724) | 157 | 19 | 31.9% | 3.7% | 17.7% | 593 | 79% | 1 | 0 | 0 | 0 |
| Biological Sciences | Biology, BS (#525) | 63 | 17 | 25.9% | -7.0% | 45.0% | 523 | 90% | 1 | 0 | 0 | 0 |
| Biological Sciences | Medical Laboratory Science, BS (#5004) | 21 | 4 | 38.5% | 0.5% | 18.8% | 523 | 90% | 1 | 0 | 0 | 0 |
| Biological Sciences | Molecular Biotechnology, BS (#738) | 13 | 3 | 33.3% | -5.3% | 14.6% | 523 | 90% | 1 | 0 | 0 | 0 |

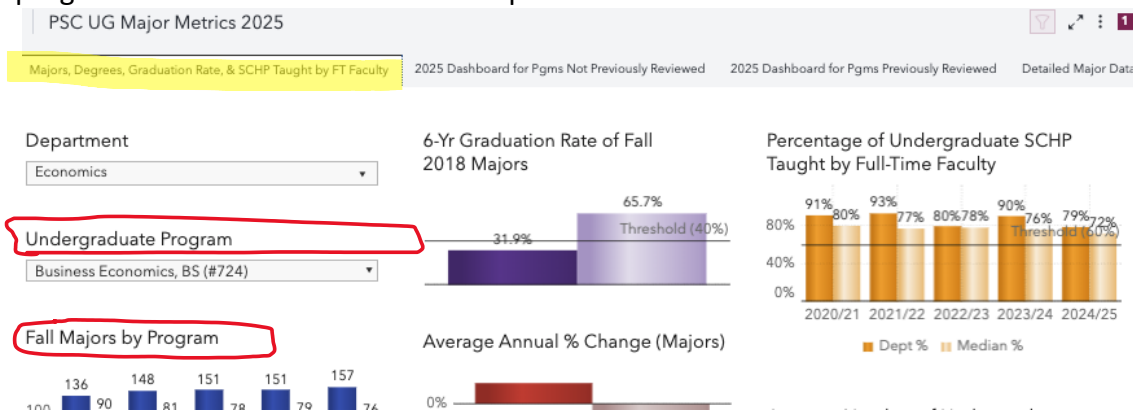
Note: you can sort by clicking top column header, i.e., Department, Program, etc.)

3. If your program is "Flagged for Review" (red highlight in Flagged for Review column), you will need to begin the full PSC process. If there's no red flag, you don't need to initiate the full PSC process. If you have done a full sustainability plan before, you may need to write an annual report—see [PSC Annual Reporting](#) page for guidance.

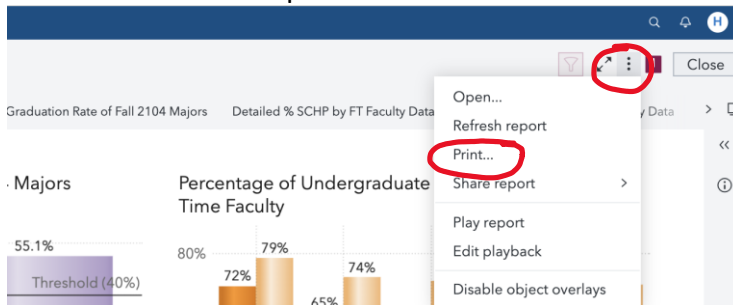
To learn more the meaning of thresholds and different flag types, visit the [PSC FAQ Page](#).

Saving the PSC Data Page for your PSC Self-Study

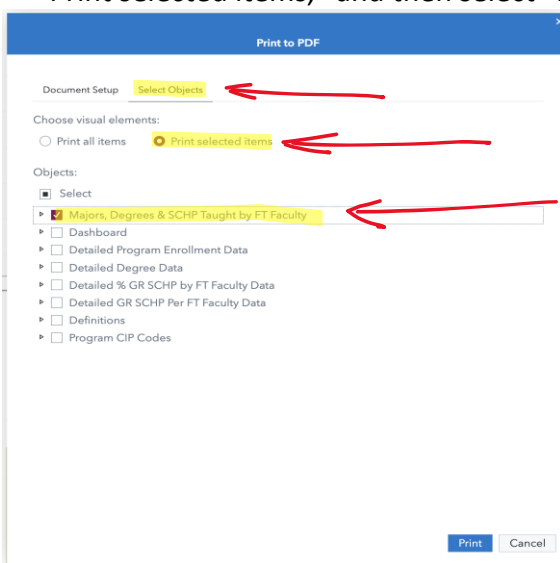
1. Navigate back to Majors, Degrees, Graduation Rate, SCHP Taught by FT Faculty page by clicking on that tab at the top of the page. It's the first one. Make sure your department and program are the ones listed in the drop-down menus.



2. Click on the 3 dots at the VERY top right of the page (the ones next to the word “Close”) and then click “Print” to open that menu.



3. You will only need to print/save-as-pdf the first page of the PSC Metrics for your self-study submission, so when the next dialogue box appears, click “Select Objects”; then select “Print selected items,” and then select “Majors, Degrees & SCHP Taught by FT Faculty.”



4. Press “Print” and a pdf version of the report will be saved to your downloads.

5. Save this pdf in an accessible place so you can submit it in the Boomi workflow with your PSC self-study.

Step 2. Developing Your Initial PSC Self-Study Draft (rev. 7-17-25)

Analyzing the data, determining causes of the possible sustainability issues, and creating a plan of action are the most important parts of this process. It's critical that program faculty, program coordinators, and department chairs review the data together and begin to draft answers to the questions on the PSC Self-study Template (see left navigation [PSC web page](#)). Ultimately, the self-study asks you to

1. Explain your interpretation of the sustainability of your program and the causes of any sustainability issues that may need to be addressed.
2. Explain your program's effectiveness in terms of student learning and success as they impact sustainability. Consider results from Assurance of Student Learning reports, strategies you have used to improve learning, and any other relevant data/information.
3. Describe your plans to improve the program's sustainability. Explain the specific steps that have been taken already and any future steps you will take; the measurable goals and targets that would indicate success in the short term (one year) and medium term (2-3 years); and the specific resources (financial or otherwise) needed to achieve success.

After program constituencies come to closure, you will submit your self-study draft through the PSC [Workflow](#). Again, the focus of the entire check-up should be on developing a strong self-study. If you run into problems you can't solve, don't worry. You will meet with your dean before submitting your final version for approval.

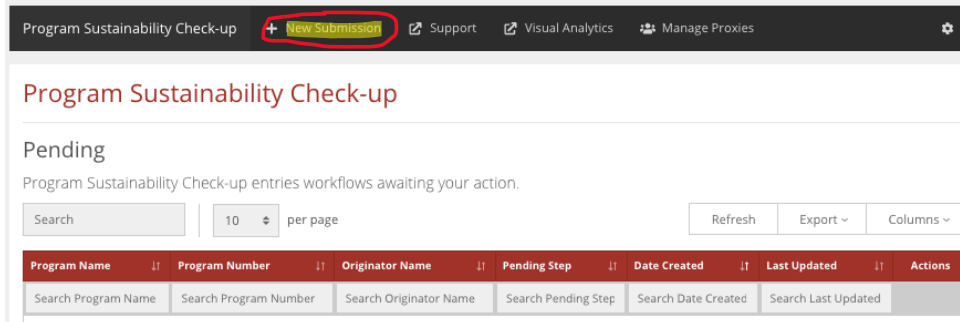
Ideas to consider for your self-study

- As you think about sustainability, consider whether the concern is because of low enrollment, declining enrollment, or insufficient staffing.
- Are there factors that the data isn't capturing that you should explain? What reasonable information could you share that would help another person understand whether there actually are sustainability issues?
- Despite low enrollment or insufficient staffing, is your program effective? Are students learning? Do ASL reports support your position? Is there other information that suggests your program is successful (i.e., grants, community outreach, etc.)?
- When you create your sustainability plan, be very specific about steps you would take to improve the sustainability. What goals need to be accomplished and what targets need to be reached? What is a reasonable amount of time needed to reach the targets? What resources do you need?
- Overall, think about how well you answered the questions. Would a reasonable person understand your analysis and plans? Do you think your plan would actually work?

Note: visit the [PSC FAQ](#) web page for guidance on writing a good report.

Step 3. Submitting the PSC Self-Study Draft and Finalizing the Sustainability Plan (rev. 7-17-25)

1. Have a copy of your PSC Self-Study saved in Word and labeled *Program Name-Degree-WKU Ref #-Department-College-PSC Draft- current year* (i.e, Art History-AB-613-ArtD-PCAL-PSC Draft-2025). Also have pdf of Visual Analytics report ready.
2. Log in to the PSC Workflow on the [WKU Workflows](#) page.
3. You will arrive at a page that looks something like this



Program Sustainability Check-up + New Submission Support Visual Analytics Manage Proxies

Program Sustainability Check-up

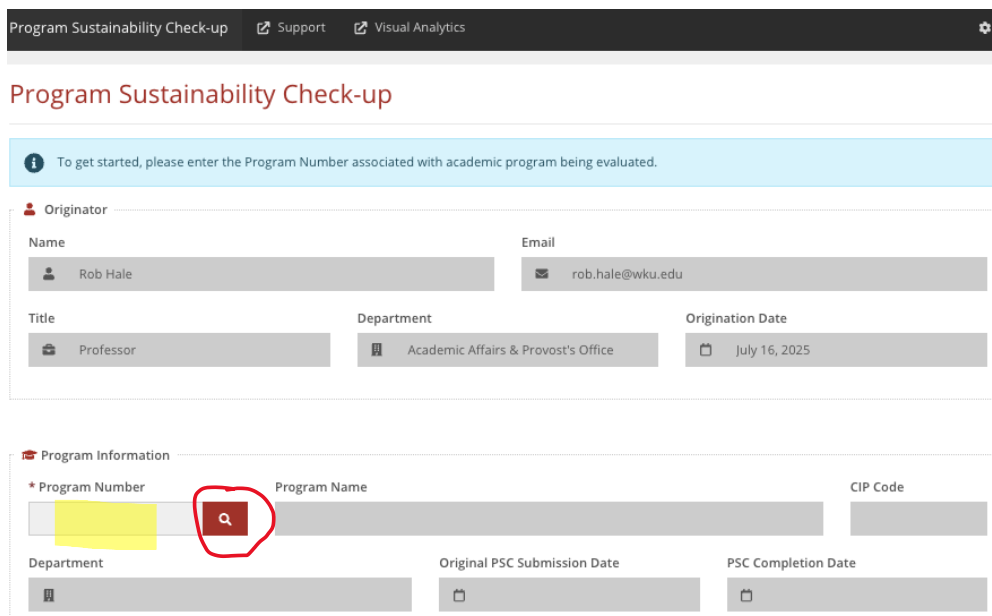
Pending

Program Sustainability Check-up entries workflows awaiting your action.

Search 10 per page Refresh Export Columns

| Program Name | Program Number | Originator Name | Pending Step | Date Created | Last Updated | Actions |
|---------------------|-----------------------|------------------------|---------------------|---------------------|---------------------|---------|
| Search Program Name | Search Program Number | Search Originator Name | Search Pending Step | Search Date Created | Search Last Updated | |

4. Click the New Submission button at the top of the page. You will arrive at a page that looks something like this



Program Sustainability Check-up Support Visual Analytics

Program Sustainability Check-up

To get started, please enter the Program Number associated with academic program being evaluated.

Originator

Name: Rob Hale Email: rob.hale@wku.edu

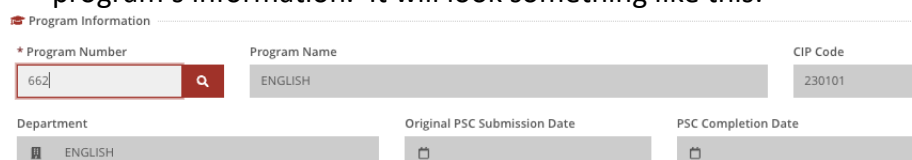
Title: Professor Department: Academic Affairs & Provost's Office Origination Date: July 16, 2025

Program Information

* Program Number: [redacted] Program Name: [redacted] CIP Code: [redacted]

Department: [redacted] Original PSC Submission Date: [redacted] PSC Completion Date: [redacted]

5. Enter your WKU program number and click the magnifying glass to auto-populate your program's information. It will look something like this:



Program Information


* Program Number: 662 Program Name: ENGLISH CIP Code: 230101

Department: ENGLISH Original PSC Submission Date: [redacted] PSC Completion Date: [redacted]

6. Scroll down the page and confirm that your approval chain looks correct. If not, please contact amber.scott@wku.edu to make the correction.
7. Scroll further down the page and you will arrive at a section called Program Check-up Documents. Drag and drop your Visual Analytics report into the Visual Analytics Data Set section (or Click Upload Visual Analytics Data Set in the upload box to select from your computers menu). When you have successfully added the document, it will appear in the table as Pending.

* Visual Analytics Data Set

+ Add Documents





Upload Visual Analytics Data Set



Max file size limit is 40 MB. Valid file types are: PDF, MS Word (.docx), or MS Excel (xlsx).
 Drag & drop files here, or click to select files to be uploaded.

Search

Export Columns

| Upload Status | File Name | Uploaded By | Upload Date | Actions |
|----------------------|--|--------------------|------------------------|---|
| Search Upload Status | Search File Name | Search Uploaded By | Search Upload Date | |
| Pending | PSC GR Degree Metrics 2025 on 07-14-2025.pdf | Hale, Rob | 7/16/2025, 10:19:50 AM |   |

8. Scroll down to follow the same process in the section called PSC Self-Study report to upload your self-study report. The table will show the upload as Pending.

| Upload Status | File Name | Uploaded By | Upload Date | Actions |
|----------------------|--|--------------------|------------------------|---|
| Search Upload Status | Search File Name | Search Uploaded By | Search Upload Date | |
| Pending | English-AB-662-ENGL-PCAL-PSC Draft-2025.docx | Hale, Rob | 7/16/2025, 10:26:49 AM |   |

Showing 1 to 1 of 1 entries

Submit

9. When you have the correct documents, press Submit to send the report to your dean. You will see a Success screen and receive an email confirming that the report was submitted.
10. Time will pass. If you successfully submit a complete self-study draft, your dean will request a meeting with you (outside the workflow) to discuss and finalize the plan. *Note: If your draft was incomplete, the dean will send the report back to you with instructions for correction. You will make the correction and resubmit your correct report.*

At the meeting, make sure to ask questions, take notes, and consider options. After the meeting, the dean will write the final sustainability plan into the workflow based on your conversation--this becomes the final sustainability plan. You will receive an email with a link to the final plan. When you click the link, scroll down the page and you will see a section that looks something like this:

* Dean Recommendation

Proceed with Sustainability Plan

* Dean Comments

The plan you initially submitted is solid. As we discussed, I am basically cutting and pasting your original plan here but have adjusted some of the enrollment targets that we agreed to. I have also increased the amount to support your digital marketing plan.

{Plan would be cut and pasted here with changes}

Before proceeding, please ensure that the comments above match the Sustainability Plan Recommendation!

Department Comments (Optional)

If you have any questions or comments regarding the Sustainability Plan, enter them here. Then select the Send Back button below. If you don't have questions and are ready to execute your plan, press proceed with annual reporting. Next year, you will be able to log in and add your annual report directly to this workflow.

Send Back to Dean

Proceed with Annual Reporting

If you have concerns/questions about the final plan, you can send it back with questions or to suggest changes—ultimately, your dean will send you an updated final plan to consider.

11. **Once you are good with the plan, click the Proceed with Annual Reporting button—do not skip this step.** That saves the workflow until next year when you will submit your Annual Report on the progress you have made.