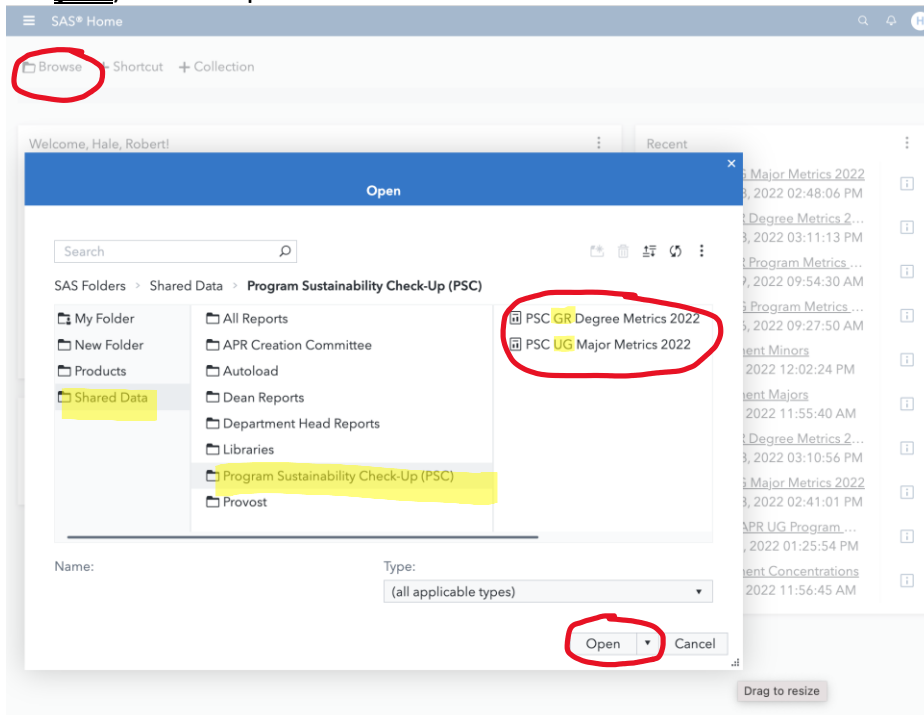**Step 1. Determining if the Program Sustainability Check-up (PSC) Self-Study is Required**
(rev. 7-17-25)

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 <u>Dashboard for Pgms Not Previously Reviewed</u> 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 <u>Dashboard for Pgms Previously Reviewed</u> tab.

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

New Program

No	Yes

Programs by PSC Metric Thresholds

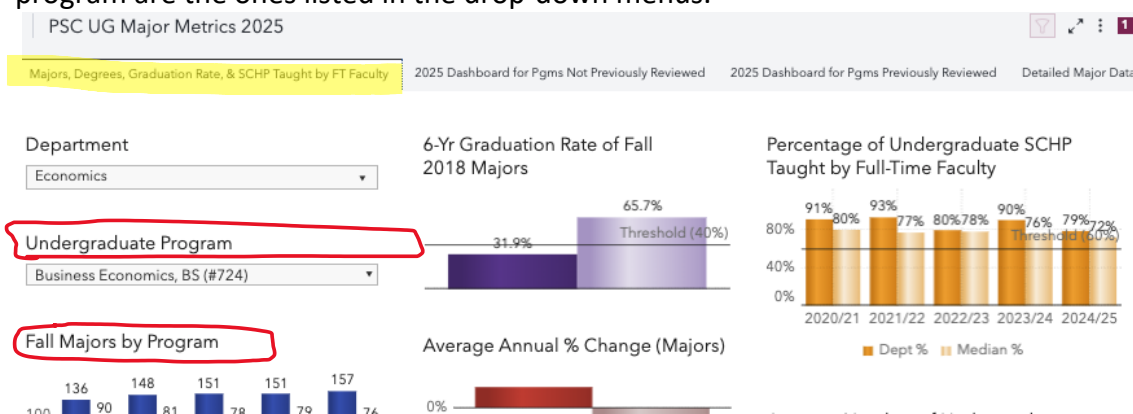| Department	Undergraduate Program	Fall 2024 Majors	2024/25 Degrees	% Graduated in 6 Yrs in Same Major	Avg Annual % Change (Majors)	Avg Annual % Change (Degrees)	AY UG SCHP Per Full-Time Faculty	% UG SCHP by Full-Time Faculty	Student Flag	Direction Flag	Staffing Flag	Flagged for Review ▾ 2025
Economics	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.
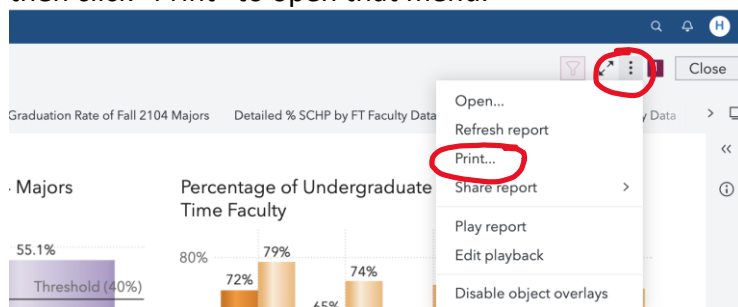
To learn more the meaning of thresholds and different flag types, visit the PSC FAQ Page.
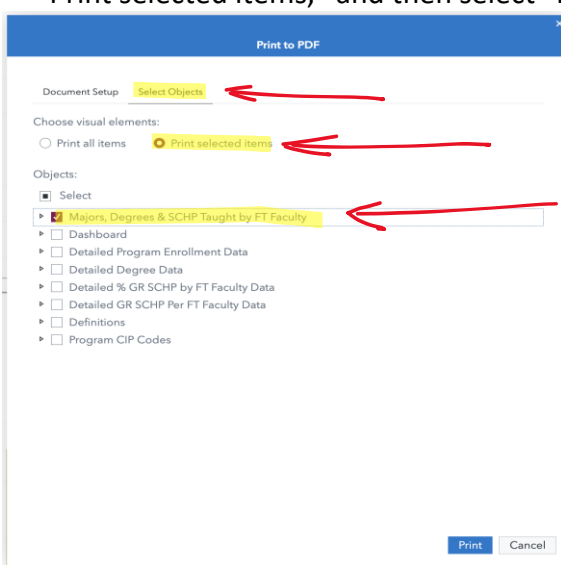
Saving the PSC Data Page for your PSC Self-Study

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.