

## Submitting PSC Annual Reports via Email--2025 (rev. 7-15-25)

Because WKU is transitioning out of Anthology-Portfolio and into Boomi, we have developed an interim, streamlined method to complete annual reporting via email for programs that were flagged in the past and required to produce PSC Annual Reports for 2025.

The following Program are required to complete annual reports for 2025.

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	Year Previously Reviewed	Current Review Status
School of Leadership & Professional Studies	Organizational Leadership, BS (#545)	91	28	67.6%	-9.4%	-17.1%	398	59%	0	1	1	1	Reviewed 2022	Requires Annual Report
School of Media & Communication	Visual Journalism and Photography, AB (#752)	66	7	73.1%	33.2%	3.2%	371	78%	1	0	0	0	Reviewed 2022	Requires Annual Report
History	Religious Studies, AB (#769)	10	4	69.0%	-5.4%	-11.9%	398	71%	1	1	0	1	Reviewed 2022	Requires Annual Report
School of Leadership & Professional Studies	Organizational Supervision, AA (#3000)	17	0	50.0%	-5.9%	-16.8%	202	59%	1	1	1	1	Reviewed 2022	Requires Annual Report
History	Asian Studies, AB (#6002)	10	6	75.0%	4.2%	13.1%	398	71%	1	0	0	0	Reviewed 2022	Requires Annual Report
School of Kinesiology, Recreation, & Sport	Recreation, Park, and Nonprofit Administration, BS (#5010)	34	17	81.5%	-6.5%	6.7%	516	80%	0	0	0	0	Reviewed 2023	Requires Annual Report
Modern Languages	Spanish, AB (#778)	54	12	65.6%	-13.4%	-7.4%	334	66%	0	1	0	0	Reviewed 2023	Requires Annual Report
Modern Languages	Chinese, AB (#624)	69	19	74.0%	0.4%	4.7%	334	66%	0	0	0	0	Reviewed 2023	Requires Annual Report
School of Leadership & Professional Studies	Workforce Administration, BS (#739)	27	15	68.8%	-9.4%	-1.3%	398	59%	0	1	1	1	Reviewed 2023	Requires Annual Report
Public Health	Health Information Management, BS (#529)	21	4	57.9%	-18.0%	-21.9%	705	72%	1	1	0	1	Reviewed 2024	Requires Annual Report
Mathematics	Middle Grades Mathematics, BS (#730)	25	4	71.1%	-7.1%	-9.6%	432	82%	1	0	0	0	Reviewed 2024	Requires Annual Report

Graduate Programs by PSC Metric Thresholds

Department	Graduate Program	Fall 2024 Enrollment	2024/25 Degrees	% GR SCHP Taught by Full-Time Faculty	AY GR SCHP per Full-Time Faculty	Avg Annual % Change (Program Enrollment)	Avg Annual % Change (Degrees)	Student Flag	Staffing Flag	Direction Flag	Flagged for Review	Year Previously Reviewed	Current Review Status
PHYA	Homeland Security Sciences, MS (#0413)	12	7	100%	8	35.3%	-	0	1	0	1	Reviewed 2022	Requires Annual Report
MUS	Music, MM (#0453)	8	6	90%	10	-11.3%	0.6%	1	1	0	1	Reviewed 2022	Requires Annual Report
AGRI	Agriculture, MS (#052)	13	6	89%	11	25.8%	44.6%	1	1	0	1	Reviewed 2022	Requires Annual Report
ECON	Applied Economics, MA (#0410)	5	3	98%	15	-11.8%	-16.7%	1	1	1	1	Reviewed 2023	Requires Annual Report
CHEM	Chemistry, MS (#059)	10	4	88%	17	-4.3%	79.9%	1	1	0	1	Reviewed 2022	Requires Annual Report
MATH	Mathematics, MS (#085)	8	4	100%	31	3.2%	12.5%	1	0	0	0	Reviewed 2022	Requires Annual Report
SOMC	Applied Communication, MA (#0504)	10	5	100%	37	3.4%	2.5%	1	0	0	0	Reviewed 2023	Requires Annual Report
EAS	Computer Science, MS (#117)	7	4	93%	33	-5.2%	150.0%	1	0	0	0	Reviewed 2022	Requires Annual Report
ACCT	Accountancy & Data Analysis, MACC (#0501)	9	14	100%	30	9.5%	11.3%	1	0	0	0	Reviewed 2024	Requires Annual Report

You may log in to Visual Analytics to see more details.

- Follow the directions on the [PSC Annual Report Template](#) to complete your annual report. You will need to include a screen shot of the new PSC Data for your program in the template.
- Save the PSC Annual Report on your computer as a Word document. Please make sure the document is labeled using this nomenclature: Program Name-Degree-WKU Ref #-Department-College Abbreviation-PSC Annual Report-and the current year (i.e, Art History—AB-613-Art-PCAL-PSC Annual Report-2025).
- Email the annual report to your associate dean (jeff.budziak@wku.edu, PCAL; stuart.burris@wku.edu, OCSE; danita.kelley@wku.edu, CHHS; jennifer.klemm@wku.edu, CEBS; Alex.lebedinsky@wku.edu, GFCB) with the following subject Header: PSC Annual Report-2025-Program Name-Degree-Program # (i.e., PSC Annual Report-2025-Music-MM-0453).
- After deans receive a submission, they will review your report and email a response (ccing [rob.hale@wku.edu](mailto:rob.hale@wku.edu)) on your sustainability status (Plan Complete or Plan in Progress) and provide you with comments. Occasionally, they will request a meeting to get additional information before sending a response.
- If the plan is complete and you are out of PSC, then your work is done; if your plan is in progress, you will continue to execute your plan to make the program sustainable.