

Guidelines to Programs for Preparation of a Self Study Report Graduate

I. Title Page – (includes name of program and date)

II. Mission/goals/vision

Require some discussion / analysis related to relevance / impact on the program quality

III. Faculty:

- A. Faculty roster include names of all graduate & non-graduate faculty members. Also provide information on number of adjunct professors and graduate teaching assistants.
- B. Provide rank, gender, & ethnicity of persons in (A) above.
- C. Prepare a summary of graduate faculty scholarship; (place CV's in appendix ---two-three page format if possible)
- D. Provide a listing of the most recent 2 year teaching activity uniquely identifying graduate and undergraduate teaching.
- E. Provide a listing by faculty member of the number of student final projects advised in the past 3-5 years, if appropriate.
- F. Other professional contributions

IV. Students:

- A. Multi-year enrollment profile
 - 1) Number of applicants, number admitted, number enrolled by year, "time to degree summary"
 - 2) Profile of Program Enrollees by ethnicity, gender and SCH
 - 3) Beginning in 2007 of August Profile of Program Applicants and Enrollees by geographical origin (local, regional, Texas, out-of-state International based on place of previous degree or permanent address at time of enrollment
 - 4) Profile of Program Graduates by ethnicity and gender
 - 5) Mean number of years to degree by year
 - 6) Completion rate
 - 7) Enrollment by course
- B. Student contributions:
 - 1) Provide opportunity for student comments/contributions of the program.
 - 2) Provide information on special achievements of students (Comment on scholarly activities, employment activities and the like)

V. Program Profile: (multi year profile)

- A. Number of graduate courses offered/year
- B. Enrollment in each course
- C. Full-time vs. part-time enrollment
- D. Degrees awarded annually; total by ethnicity and gender
- E. Describe accreditation if applicable
- F. Describe the advisement process and
- G. Describe student-faculty interactions beyond the classroom

VI. Outcome Assessment:

- A. Provide information on assessments in place
 - 1) course
 - 2) program
 - 3) final project/theses/capstone
 - 4) other outcomes - student employment, further grad school

VII. Institutional Support:

- A. Space
- B. Facilities & resources
 - 1) (e.g., library, funding, external funding if appropriate, program budget)
 - 2) Equipment (if applicable)
 - 3) Budget for faculty development, research support, travel, etc.

VIII. Summary

- A. Strengths
- B. Weaknesses
- C. Recommendations

IX. Submit 1 hard copy and 1 electronic copy.

The reviewers must be provided a copy of the self study two weeks prior to the Scheduled visit to TAMUCC.