USMMA Program Review Guidelines

The Institutional Effectiveness Committee (IEC) offers these guidelines for Program Review to all USMMA Academic Departments, Academic and Non-Academic Support Programs. The IEC expects a concise executive summary, a full Written Report with all of the appendices, and a brief 30 minute presentation (in PowerPoint) on this content for each reviewed program. The executive summary is due to the Director of Institutional Assessment within one week prior to the scheduled review. The Written Report and PowerPoint slides are due to the IEC two days prior to the scheduled review.

Mission and Purposes

- What is your program's mission and purpose?
- Who are the program's intended stakeholders (internal and/or external)?
- Briefly outline how the program meets its mission.
- Describe the program's goals and explain how they support the USMMA mission/institutional goals.
- List the specific measures (direct and/or indirect) and describe the program level assessment plan that your program utilizes. Provide a list and/or a reference all of the supporting data. You can attach your existing 5 yr program assessment plan.

Program Characteristics

- Characterize the program via an analysis performed on the collected evidences/data (items of interest include (but not limited to) educational reports/impacts, enrollment, budget, human and physical resources, etc..). You can refer to already existing evidences/data.
    - What are the program's major strengths? Support your answer with data analysis.
    - What are the program's major challenges? Examples would include insufficient human/physical/financial resources. Show supporting analysis and data.
    - What do you see as the opportunities to improve your program? Support your answer with data analysis.
    - What are the biggest impediments/threats to your program's success (budget, staff, policies, etc). Support your answer with data analysis.
- How does your program support student learning (please be specific)? May include Middle States Standards references, General Education requirements, and similar.

Staff

- List staff involved in preparation of the review (include specific items worked on).
- Outline the program's staffing resources and workloads. For Academic Programs, list all of the full time faculty and adjunct faculty workloads, and appropriate costs associated with each.
- List the professional qualifications and activities of program faculty and staff.
- List any additional faculty/staff that are critical in achieving the program goals.

The Future

- What assessment-based changes have been made to the program since the previous program review? How does your program's planning process utilize assessment results?
- What challenges will your program expect to face in the next 3-5 years? Describe plans that are in place to address these challenges.
- Describe suggestions and plans in place on how your program is to operate more effectively and efficiently?
- Provide recommendations to improve the student learning experiences when interacting within your program?

USMMA PROGRAM REVIEW SCHEDULE

PROGRAM REVIEW SCHEDULE (ACADEMIC PROGRAMS) 2013:

MAY 09 2013 – MARINE ENGINEERING

JUNE 6 2013 – MARINE TRANSPORTATION

REST OF JUNE 2013: OFF DUE TO GRADUATION REQUIREMENTS

JULY 23-31: NLT JUL 31 2013 – HUMANITIES/PDCS

AUGUST 26-30: NLT AUG 31 2013 – MATH AND SCIENCE/LIBRARY

SEPTEMBER 23-27: NLT SEP 27 2013– ATHLETICS/ACE/REGISTRAR

PROGRAM REVIEW SCHEDULE (OTHER PROGRAMS) 2013:

OCTOBER 28-NOVEMBER 1: NLT NOV 1 2013 - ADMISSIONS/NAVAL SCIENCES

NOVEMBER 18-22: NLT NOV 22 2013- WATERFRONT

DECEMBER 15-20: NLT DEC 20 2013- COMMANDANT/REGIMENT/ETHICS/MUSIC

PROGRAM REVIEW SCHEDULE (OTHER PROGRAMS) 2014:

JANUARY 27-31: NLT JAN 31 2014- EXTERNAL AFFAIRS/DOIT

FEBRUARY 24-28: NLT FEB 28 2014- PROCUREMENT/ CAPITAL IMPROVEMENT/PUBLIC WORKS

MARCH 24-28: NLT MAR 28 2014- HUMAN RESOURCES/SARC/CHAPLAIN

APRIL 21-25: NLT APR 24 2014- ASLO/LEGAL/SECURITY

MAY 23-30: NLT MAY 30 2014- HEALTH SVC/COMMISARY

Note: If three Programs are scheduled for review on the same day, the session will last 1.5hrs, allowing 30 min for each Program.

By: Herceg, Deborah

As of: May 3, 2013

UNITED STATES MERCHANT MARINE ACADEMY

-PROGRAM REVIEW-

PROGRAM:

Program Lead/Department Head:

Date of Review:

Table of Contents

1. **PROGRAM MISSION & PURPOSE**

PROGRAM MISSION & PURPOSE & HOW THEY RELATE TO USMMA MISSION:

PROGRAM INTENDENT STAKEHOLDERS:

Internal

External

PROGRAM OBJECTIVES/OUTCOMES, RELATED MEASURES (DIRECT/INDIRECT) AND ACHIEVEMENT TARGETS :

PROGRAM OBJECTIVES/OUTCOMES	Measure 1 Target	Measure 2 Target	Measure 3 Target

Template By: Herceg, Deborah

HOW DO THE PROGRAM GOALS RELATE TO INSTITUTIONAL LEARNING GOALS (SPECIFY WHICH INSTITUTIONAL LEARNING GOALS ARE BEING SUPPORTED):

BRIEFLY DESCRIBE YOUR PROGRAM LEVEL ASSESSMENT PLAN (ATTACH IN THE APPENDIX).

Template By: Herceg, Deborah

2. PROGRAM CHARACTERISTICS

CHARACTERIZE YOUR PROGRAM BASED ON THE COLLECTED EVIDENCES (SHOW YOUR ANALYSES) – ANYTHING FROM STAFF TO BUDGET APPLIES.

PROGRAM STRENGTHS:

PROGRAM WEAKNESSES/CHALLENGES:

PROGRAM OPPORTUNITIES:

THREATS TO YOUR PROGRAM:

Template By: Herceg, Deborah

HOW DOES YOUR PROGRAM SUPPORT STUDENT LEARNING?

3. STAFF

WHO WAS INVOLVED IN PREPARATION OF THIS REVIEW?

LIST ALL OF THE PROGRAM FACULTY & STAFF AND THEIR WORKLOADS, AND COSTS ASSOCIATED WITH EACH. IDENTIFY THEIR PROFFESSIONAL QUALIFICATIONS AND PROFFESSIONAL DEVELOPMENT IN THE LAST YEAR

FACULTY/STAFF	WORKLOAD FT, PT…	COST	PROFESSIONAL QUALS TRAINING & TYPE?

Template By: Herceg, Deborah

ARE THERE ANY ADDITIONAL STAFF/FACULTY THAT ASSISTED YOU IN MEETING YOUR PROGRAM GOALS? IF SO, LIST THEM.

Template By: Herceg, Deborah

4. **THE FUTURE**

EXPLAIN ANY ASSESSMENT BASED CHANGES SINCE LAST PROGRAM REVIEW, IF APPLICABLE.

CHALLENGES YOU EXPECT YOUR PROGRAM TO FACE IN THE NEXT 3-5 YRS

SUGGESTIONS/PLANS IN PLACE TO MAKE YOUR PROGRAM OPERATE MORE EFFECTIVELY AND EFFICIENTLY

RECOMMENDATIONS TO IMPROVE STUDENT LEARNING EXPERIENCES WHEN INTERACTING WITHIN YOUR PROGRAM

Template By: Herceg, Deborah

5. APPENDICES

    5.1.   **ASSESSMENT PLAN**
    5.2.   **SUPPORTING DATA 1**
    5.3.   **SUPPORTING DATA 2**

    Template By: Herceg, Deborah