

University of Kentucky Periodic Review

Administrative Unit Review (i.e., non-degree granting unit)

Non-Academic /Non-Educational units undergoing a periodic review should make use of this checklist.

This checklist is provided as a guideline for items that should be included in a self-study, as required by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), as well as by UK's *Governing Regulations*, *Administrative Regulations*, and *Senate Rules*. Additional information may be added to the reports as needed.

Administrative Regulation 1:4 states: "The periodic review is used to evaluate unit performance and effectiveness with respect to the quality of educational and student support programs, resources, and administrative processes and services. The results of the periodic review are used for developing strategic planning and unit initiatives."

All data is to be collected in the unit under review (with help as needed from the Office of Planning and Institutional Effectiveness).

Organization of the Unit Self-Study Report

The self-study document is the primary resource used by review committees to complete the second phase of the periodic program review process. The Unit self-study report should be organized as follows:

I. Cover Page

- Unit Information:
 - Unit Name (including degree programs under review)
 - Year Periodic Review Process Started
 - Name of Accreditation Agency & Last Accreditation visit (if applicable)
- Submitted by: Name of appropriate designee(s) (include titles and contact information)
- Submitted to: List the appropriate person(s) the report will be submitted to for approval (Dean/Provost)
- Date Report is Submitted:

II. Copy of the Unit Self-Study Report Checklist indicating what pages of the self-study narrative or appendix the items of the checklist are addressed and can be found. Do not remove checklist items or change checklist numbering; all items on the checklist must be addressed.

III. Executive Summary provides a brief overview of the unit, the self-study process, committee members and affiliations, progress since last self-study, and proposed recommendations informed by the unit self-study report.

V. Unit Self-Study Report & Appendices: The report describes, analyzes and synthesizes information about the unit.. The appendices provide additional documentation (e.g., organizational charts, tables, reports, etc.). An electronic version of the report and supporting documentation is required for archival purposes; however, please note: UKIT's Security Management has determined that Google Docs, Google Drive, Microsoft 365, and OneDrive are FERPA compliant. DropBox is NOT currently FERPA compliant.

2016-2017 Administrative Unit Self-Study Report Checklist*

(Last update: 7/20/16)

Self-Study Report Narrative (30-50 pp.)

The structure of the narrative need not follow the structure of the checklist

The self-study document is the primary resource used by review committees to complete the external review phase of the periodic review process. This narrative report must describe, analyze and synthesize information about the unit. The report should include the components detailed below. Some documents may be tabled features within the text. Others may be featured as appendices-- This is the supporting documentation section in which the unit provides additional evidence in support of the narrative (e.g., organizational charts, tables, reports, etc.). An electronic version of the report and supporting documentation is required for archival purposes; however, please note: UKIT's Security Management has determined that Google Docs, Google Drive, Microsoft 365, and OneDrive are FERPA compliant. DropBox is NOT currently FERPA compliant.

**DO NOT REMOVE CHECKLIST ITEMS OR CHANGE CHECKLIST NUMBERING
ALL CHECKLIST ITEMS MUST BE ADDRESSED**

EXECUTIVE SUMMARY	Narrative Page(s)**	Page Number(s) of appropriate Evidence/ Supporting Documents
	** Note Not Applicable as (NA)	
➤ Brief overview of Unit		
➤ Brief account of self-study process		
➤ Committee member names and affiliations		
➤ Overview of progress since last Self-Study (attention to last Implementation Plan/ current Annual Progress Reporting)		
➤ Analysis of strengths and recommendations for quality enhancements (may include areas of concern) informed by the unit self-study report.		
I. ADMINISTRATIVE UNIT OVERVIEW	Narrative Page(s)*	Page Number(s) of appropriate Evidence/ Supporting Documents
	* Note Non Applicable as (NA)	
A. Consortial Relations: The SACS accreditation process mandates that we “ensure the quality of educational programs/courses offered through consortial relationships or contractual agreements and that the institution evaluates the consortial relationship and/or agreement against the purpose of the institution.” Please list any consortium or contractual relationships your department has with other institutions as well as the mechanism for evaluating the effectiveness of these relationship		

B. Articulate primary Unit strategic initiatives for the past 3-5 years and the unit's progress towards achieving the University and College/School initiatives (be sure to reference <u>Unit Strategic Plan</u> , <u>Annual Progress Report</u> , and most recent <u>Implementation Plan</u>)		
C. Provide list of accreditors and accreditation status for the unit and each of its accredited programs, be sure to include for letter(s) of accreditation and accreditor recommendations, concerns, and areas for improvement		
II. CENTRALITY	Narrative Page(s)*	Page Number(s) of appropriate Evidence/ Supporting Documents
	<i>* Note Non Applicable as (NA)</i>	
A. Mission & Vision Statement		
B. Goals/Objectives		
C. Criteria for measuring progress		
D. Organization chart/Structure		
E. Annual Progress Reports since the last Self-Study (List years of any missing reports:_____)		
F. Description and summary of Unit services, programs, special projects and University-level initiatives		
G. Description and summary of community outreach, service, and engagement activities		
III. BENCHMARKING ACTIVITIES	Narrative Page(s)*	Page Number(s) of appropriate Evidence/ Supporting Documents
	<i>* Note Non Applicable as (NA)</i>	
A. Summary of benchmarking activities; include institutions/units benchmarked against and comparison results tracked against: <ul style="list-style-type: none"> a. Aspirational and Peer units b. Best practices and services c. Organizational administration and budget 		
IV. QUALITY OF UNIT PROGRAMMING and/or COURSE INSTRUCTION	Narrative Page(s)*	Page Number(s) of appropriate Evidence/ Supporting Documents
	<i>* Note Non Applicable as (NA)</i>	
A. .Brief Description of course(s) / programs/workshops and include learning outcomes/course objectives		

<p>B. Learning Outcome, Assessment & Evaluation</p> <ul style="list-style-type: none"> • Mapping of course outcomes to Program/Unit goals/objectives • Evidence of attainment of student learning outcomes for all program delivery, as applicable (e.g., traditional, online, distance education, etc.) • Assessment results for Program/course evaluation, effectiveness and measures of success 		
<p>V. QUALITY OF UNIT SERVICES and OPERATIONS:</p>	<p>Narrative Page(s)*</p> <p><i>* Note Non Applicable as (NA)</i></p>	<p>Page Number(s) of appropriate Evidence/ Supporting Documents</p>
<p>A. Brief Description of unit service/operations</p>		
<p>B. Learning outcome statements for administrative unit (i.e., learning outcomes /professional development outcome statements for staff/faculty/stakeholders) that will improve the unit's quality of services and/or operations)</p>		
<p>C. Learning outcomes statements for constituents (e.g., program participants, clients, etc.).</p>		
<p>D. Mapping of learning outcomes statements for administrative unit and constituents to Unit goals/objectives, services and operations.</p>		
<p>E. Unit Assessment & Evaluation</p> <ul style="list-style-type: none"> • Evidence of attainment of learning outcomes for administrative unit and constituents • Assessment and Evaluation of learning outcomes, and measures of success. 		
<p>VI. RESOURCES</p> <p>Note: Complete Budget Addendum form for Unit Programs/Educational Initiatives (as applicable)</p>	<p>Narrative Page(s)*</p> <p><i>* Note Non Applicable as (NA)</i></p>	<p>Page Number(s) of appropriate Evidence/ Supporting Documents</p>
<p>A. Budget summary information & adequacy</p>		
<p>B. Facilities summary information & adequacy</p>		
<p>C. Equipment summary information & adequacy</p>		
<p>D. Personnel summary information & adequacy (including faculty & staff numbers & demographics)</p>		
<p>E. Support from other university units essential to effective operations (e.g. research, engagement, development, alumni affairs, human resources, facilities management, financial units, and information technology)</p>		

VII. ADHERENCE to POLICIES and PROCEDURES	Narrative Page(s)*	Page Number(s) of appropriate Evidence/ Supporting Documents
A. Evidence of adherence to procedures on personnel actions and budget request preparation (established jointly by the unit and the unit head)	* Note Non Applicable as (NA)	
VIII. INPUT FROM AFFECTED CONSTITUENTS	Narrative Page(s)*	Page Number(s) of appropriate Evidence/ Supporting Documents
A. Evaluation data from staff	* Note Non Applicable as (NA)	
B. Evaluation data from faculty		
C. Evaluation data from ‘other’ as appropriate (e.g., students, alumni, community members, etc.)		
IX. EVALUATION of UNIT EFFECTIVENESS	Narrative Page(s)*	Page Number(s) of appropriate Evidence/ Supporting Documents
A. Quality of <u>collegial environment</u> (include climate for equity and diversity)	* Note Non Applicable as (NA)	
B. Quality & productivity in <u>public service, operations, instruction, or research</u>		
C. Quality of unit <u>employees, communications and interactions</u>		
D. Quality of <u>customer/client satisfaction</u>		
E. Quality of <u>business & operating procedures</u>		

**Self-Study Checklist adapted and modified by University Provost taskforce, from the following institutional websites/resources and state council:
 Current University of Kentucky Program Review “Self-Study Checklist for Educational Units”
 Draft of KY Council on Postsecondary Education (CPE) Program Review User Guide 11-2-11.
 University of Central Florida Academic Program Review Process, Graduate and Undergraduate Self-Study Documents: <http://www.vpaa.ucf.edu/programReview.php>
 University of Tennessee, 2007-2008 Office of the Provost, *Academic Program Review*: <http://provost.utk.edu/docs/programreviews/ProgramReviews.pdf>
 Texas A& M University: 2008 Guidelines for Academic Program Review: <http://ogs.tamu.edu/faculty/program-review-self-study/APRGdlns-Oct08WEBVersion.pdf>

Budget Addendum form for Instructional Programs/Unit Program Initiatives (Only complete if the unit supports one or more programs/initiatives): Estimate the level of new and existing resources that will be required to implement and sustain the instructional program/unit program initiatives using the spreadsheet below. (For questions about cost and funding of the program, please contact your business officer

Funding Sources, by Year of Program (Please answer in terms of dollar amounts):

A. Total Resources Available from Federal Sources (Federal sources include grants, earmarks, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					
B. Total Resources Available from Other Non-State Sources (Non-state sources include philanthropies, foundations, individual donors, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):::					
C. State Resources (State sources include general fund revenue, grants, pass-thru funds, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					
D. Internal (The source and process of allocation and reallocation should be detailed, including an analysis of the impact of the reduction on existing programs and/or organization units)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New Allocated Resources					
Total for all (Existing) Reallocated Resources					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					
E. Student Tuition (Describe the impact of this program on enrollment, tuition, and fees.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					
I. Total Funding Sources (A - E)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
I. Total Funding Sources:					

Breakdown of Budget Expenses/Requirements:

F. Staff: Executive, Administrative & Managerial (Include salaries and whether new hires will be part-time or full-time)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					
G. Other Professional (Include salaries)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

H. Faculty (Include salaries and whether new hires will be part-time or full-time)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

I. Graduate Assistants (if master's or doctorate) (Identify the number of assistantships/stipends that will be provided AND Include the level of support for each assistantship/stipend.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

J. Student Employees (Include salaries/stipends)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

K. Equipment and Instructional Materials	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

Breakdown of Budget Expenses/Requirements continued:

L. Library (Includes new journal subscriptions, collections, and electronic access)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

M. Contractual Services	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

N. Academic and/or Student Services	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

O. Other Support Services	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

P. Faculty Development (Includes travel, conference fees, consultants, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

Q. Assessment	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

Breakdown of Budget Expenses/Requirements continued:

R. Student Space and Equipment	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

S. Faculty Space and Equipment	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

T. Other	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Narrative Explanation/Justification (as applicable) 100 word limit (full description will be included in the unit self-study):					

II. Total Expenses/Requirements (F - T)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
ALL Existing Programs/Unit Program Initiatives					
Total Budget Expenses/Requirements:					

Grand Total	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
I. Total Funding Sources:					
II. Total Expenses/Requirements:					
Total Net Cost: The net cost may reflect revenue (+) or loss (-)					