CPE Review of Existing Academic Program:

Recommendations

1. Centrality to the Institution’s Mission and Consistency with State’s Goals
2. Use mission, Strategic Directions Statement, Values, Characteristics of the University, Characteristics of a MSU Graduate, and departments’ and college/school’s Triple I plans for last 5 years
3. CPE’s strategic planning documents can be found at <http://cpe.ky.gov/planning/>
4. <http://cpe.ky.gov/planning/> It may be useful to read the updates for each of the four broad areas to see what actions CPE anticipates
5. Program Quality and Student Success
6. They want to see that all SLOs have been assessed, multiple measures are used, achievement targets set and used in analysis, and, especially, that results were used to make improvements to the programs. While not asked for specifically, CAMs may be useful to include (if they’re complete) to show the thoroughness of assessment efforts and alignment with curriculum. Use of assessment results is one of the key evaluation criteria for CPE’s recommendation (see page 2 of CPE rubric)
7. Both faculty and student awards.
8. Recommend submitting a request to Tracy for this information. Please include the entire, specific definitions for each of the three parts to this section. The average actual time to degree and average credit to degree are calculated from the time the student enters MSU, not when the major under review is declared. CPE recommends using graduating cohorts and then backtracking to see when those students began and how many credits they accumulated. Average time to degree (3.b.) is one of the key evaluation criteria for CPE’s recommendation (see page 2 of CPE rubric). CPE recommends comparing average actual time to degree with MSU’s overall 6-year graduation rate. CPE’s 2015 target for average credit to degree for MSU is 138.
9. It may be useful to include satisfaction questions in your job/graduate placement survey, if you don’t have another method of collecting this information.
10. Please ensure that the survey conducted by program faculty prior to graduation includes all the necessary components. Additionally, it may be useful to add a question about distinction in the field of study under review to the department/program survey.
11. If pass rates are not available for the current year, consider indicating when the results would become available.
12. Program Demand/Unnecessary Duplication
13. Recommend submitting a request to Tracy for this information. Please include the entire, specific definitions for each of the three parts to this section. CPE is defining credit hour production as the number of students x the number of credit hours. Number of students enrolled, credit hour production, and degrees conferred (C. 1) are some of the key evaluation criteria for CPE’s recommendation (see page 2 of CPE rubric)
14. A program inventory for all approved programs in the state can be found here: <http://dataportal.cpe.ky.gov/acadprog.aspx> The purpose of this standard is to justify that the program is needed in the service region. Serving a particular geographical area is one reason, although CPE cautioned that this is not sufficient by itself. CPE values collaboration of any sort since they view it as efficiency, and is currently concerned about “silo” programs.
15. Cost and funding
16. Our institution’s definition of instructional FTE is 100% fulltime faculty plus 1/3 part-time faculty. Graduate assistants are not included in this calculation. Recommend submitting a request to Lori Roe for this information. Please include the entire, specific definition as well as your list of the number of part-time faculty who taught each fall and spring semester for the years in your request. This standard is requesting faculty load in the program under review; that is, how much are program faculty teaching within the program. There is no standard definition for interdisciplinary program faculty; CPE recommends a definition that is most helpful for the program and university.
17. Please note that a narrative is requested in addition to the table (bullet 2). Kristi Stockdale ([kstockdale@murraystate.edu](mailto:kstockdale@murraystate.edu)) can provide you with information about extramural funding for your program.
18. Additional information

* This section allows the program to provide a context or explanation for any responses and metrics. If an explanation for a metric needs to be provided, please frame it as benefiting the university, region, and state.
* If you provide an explanation for a specific metric or response, please refer to the response number and page number to help the reviewers (e.g., D.1., page 24). Similarly, you may find it useful to refer to section E within the original narrative, so that reviewers will review both the response and your explanation as they complete their review and rubric.
* CPE recommends adding a summary paragraph that provides a basis for the program’s recommendation of (1) continue without modification; (2) continue with modification; or (3) close within three years.