

Husson University Annual Program Review Sheet (Non-Licensure Programs)

This annual sheet ensures that each program can, at the end of a five-year cycle, compile five completed forms to produce the comprehensive multi-year self-study with minimal new writing by synthesizing trends from each section.

This is a guide/checklist. The OA will create a folder for you. This folder will have a Self Study Template and sub folders for artifacts.

Section	Topic	Annual Prompt	Yearly Status/Update
Mission and Alignment Important (among other reasons) because the multi year report will require a brief overview of the program, including mission, goals, and any significant changes over the past five years.	Program Mission & Goals	Confirm the current program mission statement and goals. Note any changes or discussions this year.	
	Alignment to Husson Mission & Goals	Briefly describe how the program's goals align with Husson's institutional mission and 2030 strategic priorities.	
	Strategic Plan Connection	Identify any initiatives or projects this year that are college-level and/or programmatic strategic priorities. Innovation and AI integration are important items to consider here.	
Students and Enrollment Important because the multi year report asks you to analyze five-year trends in enrollment, retention, and completion. Identify key patterns and explain contributing factors.	Enrollment Trends	Provide current fall enrollment. Note any significant increases/decreases (with brief explanation) from last year.	
	Graduates	Number of graduates this year; note any significant increases/decreases (with brief explanation) from last year.	

	Retention Rate	What are your retention rates for this year?	First to second year...
	Student Engagement	What opportunities related to the program supported student engagement and agency this year?	
	Cost & Transparency/Public Disclosure Communication/Compliance	How are program costs, outcomes, and value communicated to students? Please provide link(s). Confirm that public information (webpage, cost, outcomes) is current and accurate. Note any regulatory or policy updates relevant to the program.	
Faculty and Staff This is important because the multi year form asks you to use the past five annual program reviews and supporting evidence, analyze how the program has evolved over time. The multi year report requires up to identify key trends, evaluate the impact of changes made, and determine priorities for the next phase of program development.	Faculty FTE and Credentials	Verify current faculty roster and FTE distribution. Note changes in status or expertise. Please see OA for support.	
	Professional Development	List key PD, scholarship, or creative activity highlights.	
	Faculty Governance/Participation/Voice	How are faculty engaged in program review, assessment, and institutional service?	
	Faculty Voice	Any updates to shared governance, or faculty policy engagement?	

Curriculum and Assessment This is important because you are able to build a longitudinal view of program quality and effectiveness.	Curriculum Mapping	Confirm that course–outcome mappings remain current. Identify any revisions.	
	Experiential Learning	Identify courses or partnerships that provided applied or community- based learning.	
	Dual Enrollment / Experiential Credit Oversight	Were any prior-learning, dual-enrollment, or non-collegiate credits awarded? How were they verified?	
	Assessment Results	Summarize most recent outcome data, key findings, and resulting actions. Did results meet established benchmarks?	
	Changes Implemented	List curricular, pedagogical, or assessment changes made this year based on assessment or data. What specific issues were addressed? What were the measurable impacts of the changes implemented previously?	
Post Program Outcomes	Employment & Graduate Study	Report known outcomes for graduates (employment, grad school, other).	
	Mission-Appropriate Success Indicators	Note any qualitative or mission-linked measures (e.g., leadership, service, well-being).	
Planning and Continuous Improvement	Program Goals for Next Year	Identify 2–3 measurable goals for program improvement. Use defined success metrics.	
	Changes Since Last Year	Briefly summarize progress on prior goals.	

	Forecast / Field Outlook	Note emerging trends or needs in the discipline that may affect the program.	
	Resource Needs	Identify needs in personnel, facilities, technology, or budget.	
Summary and Evidence Tracking	Significant Achievements	What were the program's most significant achievements this year?	
	Challenges or Opportunities	What challenges or opportunities emerged?	
	Use of Data for Improvement	How were data used for improvement?	
	Evidence of Continuous Improvement	What evidence supports continuous improvement? Attach artifacts or links.	