

## Program Review | Annual Progress Check

Final draft AY 2025

**Academic Year<sup>1</sup>:** **2025**  
**Department/School:** Click or tap here to enter text.  
**Major (CIP) Code:** Click or tap here to enter text.  
**Department Chair:** Click or tap here to enter text.

### A. Overview of Program Review

The self-study program review process at Fort Hays State University (FHSU) is intended to guide faculty through communal reflection and discussion to identify the program’s strengths and areas for improvement. The purpose of this review process is to ensure that FHSU’s academic programs are meeting the dynamically changing needs of students, employers and graduate programs in the best way possible and to ensure that the university is investing its resources appropriately.

The Kansas Board of Regents (KBOR) expects each university to “establish and publish clearly defined policies and procedures to review all its academic degree programs.”<sup>2</sup> At minimum, university academic program review policies and procedures must analyze and assess:

1. **Market demand for the program;**
2. **Student demand, student accessibility, and student return on investment;**
3. **Centrality of the program to fulfilling the mission and the role of the institution;**
4. **The quality of the program as assessed by its curriculum and impact on students;**
5. **The service the program provides to the discipline, the university, and beyond; and**
6. **The program’s cost-effectiveness.**

Academic programs are expected to align with metrics pertaining to the KBOR Strategic Plan, including: **Affordability, Success, Completion, Talent Pipeline, and Meeting Workforce Needs.**

In addition, each university must provide:

- Maximum number of transfer credit hours that apply toward the baccalaureate program from two-year colleges (University provides a list of courses and total hours)
- A brief narrative articulating how multiple programs meet critical Kansas economic needs through workforce development and/or research.

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<sup>1</sup> Please note: KBOR counts an Academic Year (AY) as summer leading. Ex: AY 2025 covers Summer 2024, Fall 2024, and Spring 2025.

<sup>2</sup> Excerpts from Kansas Board of Regents’ *Academic Program Review Guidance Sheet (AY 25-28)*.

[https://www.kansasregents.org/resources/PDF/About/Board\\_Meetings/FY\\_2023/Program\\_Review\\_Framework\\_3.pdf](https://www.kansasregents.org/resources/PDF/About/Board_Meetings/FY_2023/Program_Review_Framework_3.pdf)

## B. Role of Program Review Committee

The Program Review Committee is a Provost Standing Committee that serves as a peer review team to provide feedback and make recommendations on Program Review reports before they are submitted to the Provost and KBOR. The committee is comprised of representatives from each college, Forsyth Library, Faculty Senate, and Graduate Council. Ex-officio representatives include the offices of the Provost, Institutional Effectiveness & Quality Assurance, and University Assessment.

## C. Roadmap of Expectations

### Year One (AY 2025)

The annual progress check document provides an opportunity for departments/schools and programs to consider data and make note of trends and opportunities for continuous improvement. Each year, departments/schools are expected to:

1. Identify **two to three checkpoints** from within the Mission, Academic, Margins, or Markets categories to focus on annually (10 checkpoints from which to choose; please see **Checkpoints**, below);
2. Report on **Progress Toward Closing the Loop**.

Departments/schools will receive an annual data report drilled down to the program level from IEQI and will have access to data dashboards and related resources. From those reference points, Chairs will submit a single document with bulleted answers to highlight responses at the department/school level.

Responses at the program level are not required for the Annual Progress Check but may certainly be included at the Chairs' discretion. For example, the department/school may have launched a comprehensive marketing campaign for recruiting purposes across the board, but the Chair may want to note improved student learning outcome data resulting from changes to curriculum for an individual degree program. Concentrations are not required to be included in the report, but this granular level of data review may still be helpful for departments/schools to take into consideration.

Where to obtain this data: IEQI is creating a new Tableau dashboard specifically for this data report, which will be available by October 2024. Going forward, the data will be updated by IEQI annually in the fall, covering data through the previous academic year.

What this means for your programs is that in June 2025, the Annual Progress Check report should reflect data through AY 24; June 2026 will cover through AY 25; and the comprehensive report due in Spring 2027 (earlier than usual, since KBOR's deadline is anticipated to be in mid-spring) will cover through AY 26.

**Year Two (AY 2026)**

Same as Year One, plus identify **two to three additional checkpoints** to focus on annually.

**Year Three (AY 2027)**

Each degree program in our KBOR Program Inventory (not including concentrations) will conduct a **full-scale review** (covering **all 10 Checkpoints**, as well as reporting on **Progress Toward Closing the Loop**) during this academic year and every four years thereafter.

**College Deans** will provide a brief summary of highlights for their college to accompany the Year Three report.

**CHECKPOINTS****MISSION**

**“Fort Hays State University provides accessible quality education to Kansas, the nation, and the world through an innovative community of teacher-scholars and professionals to develop engaged global citizen-leaders.”**

**Centrality of the program to fulfilling the mission and role of the institution and the service the program provides to the discipline, the university, and beyond**

1. Describe any program highlights from the previous academic year, as they relate to FHSU’s institutional mission:  
Click or tap here to enter text.

**ACADEMIC**

**The quality of the program as assessed by its curriculum and impact on students**

2. Discuss any noticeable trends or other insights from the data regarding learning outcome assessment, particularly in alignment with the department/school’s assessment plan:  
Click or tap here to enter text.

**Success** (alignment with KBOR Strategic Plan)

3. Discuss any retention initiatives that have been implemented by the program over the previous academic year and any new initiatives that are in the works:  
Click or tap here to enter text.
4. Discuss any noticeable trends or other insights from the data regarding the student success data measures:  
Click or tap here to enter text.

**Completion** (alignment with KBOR Strategic Plan)

5. Provide any additional context from the program's perspective, regarding the program completion data:  
Click or tap here to enter text.

**MARGINS\*****The program's cost-effectiveness & affordability** (alignment with KBOR Strategic Plan)

6. Describe how the program is using data to improve its cost-effectiveness:  
Click or tap here to enter text.

**Student demand, student accessibility, and student return on investment**

7. Describe any recent strategies that have increased demand, accessibility, or improved ROI for the program:  
Click or tap here to enter text.

**MARKETS\*****Market demand & talent pipeline for program** (alignment with KBOR Strategic Plan)

8. Discuss any noticeable trends or other insights from the data regarding the demand for graduates of the program:  
Click or tap here to enter text.

**Meeting Workforce Needs** (alignment with KBOR Strategic Plan)

9. Provide a brief narrative articulating how this program meets critical Kansas economic needs through workforce development and/or research:  
Click or tap here to enter text.

**Strategy and Innovation**

10. Discuss how this program is implementing novel ideas through initiatives such as:
  - Professional and Continuing Education (PCE)
  - Internationalization/Globalization
  - External Partnerships
  - Community Engagement
  - Affiliation Partners
  - Interdisciplinary/Multidisciplinary
  - &/or other strategic initiatives:
 Click or tap here to enter text.

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\* Suggested sources: Data dashboards, Gray DI, Hanover, Lightcast Analyst, etc.

**PROGRESS TOWARD CLOSING THE LOOP**

- Provide a brief narrative articulating how this program is making progress on action items identified in previous reviews:  
Click or tap here to enter text.
  
- If applicable, describe any new/additional action items that the program will focus on in the coming review cycle:
  - Description of action item:  
Click or tap here to enter text.
  
  - Responsible party(ies) for carrying out this action item:  
Click or tap here to enter text.
  
  - Timeline for carrying out this action item:  
Click or tap here to enter text.
  
  - How will success be measured/defined for this action item?  
Click or tap here to enter text.

**DEAN'S SUMMARY (YEAR THREE)**

- Provide a brief narrative summarizing highlights from the College:  
Click or tap here to enter text.