Annual Program Review

The information collected from the Annual Program Review will be used in conjunction with five year reviews to provide continuous improvement to our programs at Moody. This form, data, accreditation standards, previous years' information, and other assessment information are available by request at faculty@moody.edu.

Our Annual Program Review is designed for you to share information about program areas that are working or need improvement. We are purposefully requesting that you limit the number of words in various fields in order to keep your reviews focused on the most important aspects you wish to share.

As you are filling out this form, please feel free to type your answers in word document and then copy and paste them here.

Annual Program Review
Part 1: General Program Review

* **1. Program**

Enter the name of the program you administrate

* **2. Program Head**

Enter your name here

3. Academic Year Reviewed

Enter the year that you are reviewing

4. Date

Enter the date you are submitting the review

Date

MM/DD/YYYY

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5. General Narrative of the Program

Think of this as a data-informed story about what is going well and your concerns. It is a "State of the Program" statement. Include data from two or more of the following sources:

- **Data Dashboard (applications, enrollments, retention, etc.)**
- **Program faculty discussions (What are they saying about the program?)**
- **End of course student evaluations (look for trends about course design, faculty, etc.)**
- **Alumni or student surveys or focus groups (CTLA can help you with this)**
- **Student portfolios and artifacts**
- **Feedback from churches, denominations, agencies, graduate schools, etc.**
- **Pertinent literature (discipline-specific, teaching and learning, enrollment trends, etc.)**

Please limit response to 350 words maximum.

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For each of the following, please limit responses to 200 words maximum.

6. Personnel Information

- What personnel needs do you forecast for your faculty and/or staff? Include potential retirements, leaves, sabbaticals as well as needs for adjuncts or administrative assistance.

7. Budget

- Apart from faculty salaries, do you need resources for classroom reconfiguration or equipment or to attend specific conferences to market your program?

8. Teaching and Learning Needs
What do you want to work on to improve quality of instruction?

- Workshops/webinars on specific teaching methods
- Learning new technology to teach in different modalities
- Requests for CTLA to help your program with specific needs
- Suggestions for Faculty Institute days

9. Curriculum Changes
In what ways do courses or concentrations in your program need to be adjusted?

10. 2030 Vision Ideas
What are your ideas to double the impact of your program?

11. Goals for Improving the Program
What are your SMART (specific, measurable, achievable, relevant, and time-based) goals for the next academic year?

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Part 2: Student Learning Outcome (SLO) Review
Please reference the Academic Programs section in the appropriate catalog for a list of SLOs. Limit responses to 200 words maximum.

12. SLO(s) being reviewed:

13. Assessment of SLO(s)
Based on information you have gathered, how is this learning outcome being addressed in your program and how do verify that students are learning this information?

14. Areas of Improvement for SLO(s)

What improvements can you make in the coming year to continuously improve this aspect of your program?