Kentucky Council on Postsecondary Education

USER GUIDE
Kentucky Program Review System for the Review of Existing Academic Programs

This manual contains basic instructions for submitting a review of an existing academic program. Use of the Kentucky Program Review System and completion of the program review template are covered in the following sections.

Introduction

Kentucky public postsecondary institutions conduct periodic reviews of approved academic programs for the purposes of quality improvements, more efficient use of resources, accountability, and cost effectiveness. Each institution may create forms and internal procedures for these reviews, but the information outlined in this guide must be included in the documents uploaded to the Kentucky Program Review System.

The following definitions, included in Review of Existing Academic Programs: Policy and Procedures, are provided here for use in completing the requested information.

> An *academic program* refers to a combination of courses and related activities organized for the attainment of broad educational objectives that lead to a certificate or diploma or an associate's, bachelor's, master's, specialist, or doctoral degree.
>
> - A *collaborative program* is an academic program under the sponsorship of more than one institution or organization and contains elements of resource sharing agreed upon by the partners. None of the participant institutions delivers the entire program alone, and the partnering institutions/organizations share responsibility for the program's delivery and quality. The credential awarded may indicate the collaborative nature of the program.
>
> - A *joint program* is an academic program that is sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions. None of the participating institutions delivers the entire program alone, and all participating institutions and organizations share responsibility for all aspects of the program's delivery and quality. The program is registered on the Council's *Registry of Degree Programs* in an enrollment and degree-granting category for each institution participating in the joint program.

Program Review Cycle

- New associate programs should be reviewed by the institution three (3) years after the implementation of the program. After statewide review, these programs should be placed on the regular institutional program review cycle.

- New baccalaureate programs should be reviewed five (5) years after implementation. After statewide review, these programs will be placed on the regular institutional program review cycle.

- New master's degree programs should be reviewed four (4) years after implementation. After statewide review, these programs should be placed on the regular institutional program review cycle.

- New doctoral programs should undergo an abbreviated interim review after three (3) years and a full review three (3) years after the interim review. Upon completion of a successful abbreviated Council review, these programs should be placed on the regular institutional program review cycle.

- All other existing programs should be reviewed based on each institution's review cycle. Council staff will review all existing programs based on each institution's review cycle. Institutions will need to obtain historical data (at least five academic years) from existing programs.

Login

Kentucky Postsecondary Education Data System (KPEDS)

Please enter your KPEDS username and password. If you have forgotten your password or would like to change your password, use the Reset Your Password feature below. If you have forgotten your username, contact the KPEDS help desk at kpedshelp@ky.gov for assistance between 8:00am and 4:30pm EST.

Username: ◄

Password: ◄

[Login]

Reset Your Password

For authorized KPEDS users only. For public reports and statistics, please visit the Kentucky Postsecondary Education Data Portal.

If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: kpedshelp@ky.gov.

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POSTSECONDARY EDUCATION

To log in:
- Begin by going to the Kentucky Postsecondary Education Data System (KPEDS) at http://kpeds.ky.gov/.
- Then, enter your username and password.

Once you log in, you will see a screen similar to the one below. (Individual users may have access to different systems within the KPEDS portal.) Select Program Management.

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

[Program Management] ◄
Manage academic programs by submitting notification of intent for new programs or by reviewing, submitting or editing proposed programs via Kentucky Postsecondary Program Proposal System (KPPPS).

[Connect to SharePoint]
Visit the KPEDS SharePoint site.

[Logout]

For authorized KPEDS users only. For public reports and statistics, please visit the Kentucky Postsecondary Education Data Portal.

If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: kpedshelp@ky.gov.

KENTUCKY COUNCIL ON
POSTSECONDARY EDUCATION

Then, select Program Review. (Note: Individual users may have access to different systems within the KPEDS portal. Individual users may have different options than shown below.)

You should then see the Home Screen (see below for example). Your institution should be automatically selected. Use search parameters to find the program whose review you want to upload.

Entering a Review into the Program Review System

From the Home Screen, use search parameters to find the program whose review you would like to upload. For Example, if the Kentucky Program Review System user at Murray State University wants to find the listing for a master's of psychology program, he or she could first select Degree Level = Master's, then select CIP 2 Digits = 42 (Psychology).

When 42-Psychology is chosen from the CIP 2 Digits drop-down, and the "Search" button is clicked, all master's-level psychology programs are displayed (see next page).

Kentucky Council on Postsecondary Education
Program Review System

Jay Morgan
Murray State University
Logout

Home   Template   ❓ HELP

Manage Program Review

Search Program

Institution :	Murray State University ▾
Program Title :	
Degree Level :	Master's ▾
CIP 2 Digits :	42-Psychology ▾
Review Status :	Select... ▾
Institution Recommendation :	Select... ▾
Next Review Year :	All ▾

Search   Clear

Total Record Count : 3   Export : 🗎 🗎

Institution	CIP	Program Title	Degree Designation	Institution Recommendation	(Current) Review Status	Last Updated	Program Status	Last Review Year	
MuSU	42.0101	Psychology, General	*MA/MS				Active		*NEW!*
MuSU	42.0601	Counseling Psychology	MASTER OF SCIENCE				Active		*NEW!*
MuSU	42.2801	Clinical Psychology	*MA/MS				Active		*NEW!*

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If a "*NEW!*" is in the last column of the entry, this means there has not been a review submitted for that program. If a green pencil 🖊 appears, this means that a review for that program has already been saved or submitted.

Click on "*NEW!*" and you will be taken to a screen that allows you to upload documents. Acceptable formats for documents include Word documents (.doc), Excel (.xls or .xlsx), or pdf.

After clicking on "*NEW!*" you will see the page below.

For each review that you submit, you will need to:
- Choose the Institutional Recommendation (close within three years, continue with modifications, continue without modifications, or defer review). See the [Academic Program Review Policy](#) for more information on these categories.
  - If "defer review" is selected, you will be prompted to provide a reason for the deferral.
- Indicate the next academic year (per your institution's definition) that the program will be reviewed.
- Upload all documents pertaining to the review, including the completed template (described in next section). Browse for the file(s) needed, then click "Upload."

All other information will pre-populate based on information pulled from the statewide Program Inventory.

Saving Program Review Information

After you have taken the steps above, you must either "Save Draft" or "Save and Submit." After choosing the appropriate option from the dropdown box at the bottom of the page, click on the "Submit" button. If you want only to save the information and go back later to revise, choose "Save Draft." If you are ready to submit, choose "Save and Submit" from the drop-down box.

In this example, the user chose to "Save Draft."

Kentucky Council on Postsecondary Education
Program Review System

Jay Morgan
Murray State University
Logout

Home	Program Review	Comments	Template	❓ HELP

Murray State University

Program Information:

Institution :	Murray State University
Program Title :	Psychology, General
CIP :	42.0101 -Psychology, General
Degree Level :	Master's
Degree Designation :	
Program Type :	Single Institution
Program Implementation Date :	
Last Review Date :	
Last Review Submitted by :	
Review Status :	**SAVED**

Institutional Recommendation *: CONTINUE WITH MODIFICATIONS ▾

Next Review Year*: 2017 - 2018 ▾

Document Upload :

File Upload : [   ] Browse... **Upload**

File Name	Date	Download	Delete
Fake Document for Upload.pdf	10/1/2013 2:17:06 PM	📎	❌

Select Action : Select... ▾ **Submit**

Note that the Review Status has been changed to "SAVED." From this page, you may delete uploaded files, upload additional files, and change the institutional recommendation or next review year. After selecting the desired options and uploading all necessary files, choose "Save and Submit" from the drop-down box next to "Select Action." The screen would then change to show the Review Status as "SUBMITTED" (see next page).

Kentucky Council on Postsecondary Education
Program Review System

👤 Jay Morgan
Murray State University
Logout

| Home | Program Review | Comments | Template | | ❓ HELP |

Murray State University

Program Information:

Institution :	Murray State University
Program Title :	Psychology, General
CIP :	42.0101 -Psychology, General
Degree Level :	Master's
Degree Designation :	
Program Type :	Single Institution
Program Implementation Date :	
Last Review Date :	
Last Review Submitted by :	
Review Status :	**SUBMITTED**

Institutional Recommendation * : [CONTINUE WITH MODIFICATIONS ▼]

Next Review Year* : [2017 - 2018 ▼]

Document Upload :

File Upload : [   ] [Browse...] [Upload]

File Name	Date	Download	Delete
Fake Document for Upload.pdf	10/1/2013 2:17:06 PM	📎	❌

Select Action : [Select... ▼] [Submit]

Searching and Exporting

After saving or submitting a review, you may return to the Home Screen by clicking "Home" at the top of the page:

Once back on the Home Screen, note that the icon next to the program whose review was submitted is now a pencil ✏. Clicking on the pencil icon will allow you to continue to make changes to your submission.

Also note that, after searching by the parameters in the "Search Program" box, you may export a copy of the returned search items as either an Excel or Word document.

Kentucky Council on Postsecondary Education
Program Review System

👤 Jay Morgan
Murray State University
Logout

Home   Template   ❓ HELP

Manage Program Review

Search Program

Institution :	Murray State University
Program Title :	
Degree Level :	Master's
CIP 2 Digits :	42-Psychology
Review Status :	Select...
Institution Recommendation :	Select...
Next Review Year :	All
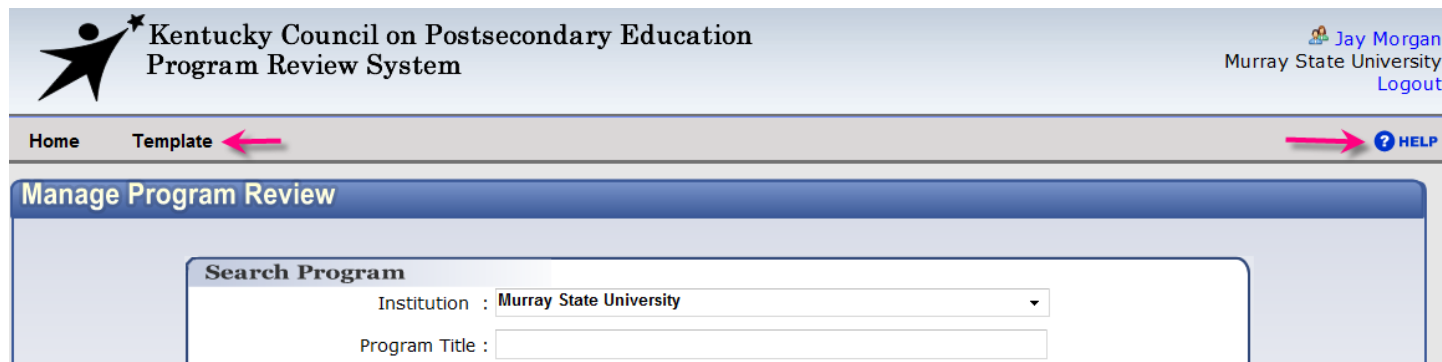
Search   Clear

Total Record Count : 3   Export : 📊 📄

Institution	CIP	Program Title	Degree Designation	Institution Recommendation	(Current) Review Status	Last Updated	Program Status	Last Review Year	
MuSU	42.0101	Psychology, General	*MA/MS	CONTINUE WITH MODIFICATIONS	SUBMITTED	10/01/2013	Active		✏
MuSU	42.0601	Counseling Psychology	MASTER OF SCIENCE				Active		NEW!
MuSU	42.2801	Clinical Psychology	*MA/MS				Active		NEW!

Completing the Program Review Template

You can find a copy of the template by clicking on "Template" in the top, left-hand corner while on the search page. You may also find it by clicking on "Help" in the top, right-hand corner, then clicking on "Template."

Below, you will find each section of the template, with accompanying directions for completing (noted in Pink).

Institution:	Degree Designation as on Diploma:
Program Name:	CIP Code:
Program Type: (collaborative, joint, or single institution)	Program Implementation Date:
Program Director:	Submission Date:
Institutional Recommendation: (Continue without Modification, Continue with Modification, Close within Three Years)	

- **Information within the above table will need to be entered into the Kentucky Program Review System.**
- **Institutional Recommendation: Council staff will review your submitted program information and recommendations to determine whether the program should "continue without modification", "continue with modification," or "close within three years."**
    - o **If your institutional recommendation is to "continue with modification," you must submit a three-year plan for program improvements. This plan may be submitted along with program review documents, or may be submitted upon completion of the state-level program review process, if the final decision is for the program to "continue with modification."**

- o **Choosing a recommendation:**

    "<u>Continue without Modification</u>" indicates the program is meeting most or all expectations and should continue without any significant changes to its structure or delivery outside the normal course of a continuous improvement model.

    "<u>Continue with Modifications</u>" should be recommended when the program has significant deficiencies or requires significant structural changes. Some examples include not using assessment results for program improvement; consistently not meeting program student learning outcomes; having excess time to degree or a relatively small number of graduates and trending away from your institutional goals; and having a curriculum that does not meet the needs of the academic field or workforce demands.

    "<u>Close within Three Years</u>" should be recommended when a program requires numerous structural changes that cannot reasonably be accomplished within a three-year time frame.

A. Centrality to the Institution's Mission and Consistency with State's Goals

1. Explain how this program has contributed to the institution's mission.

A program should adhere to the role and scope of the institution as set forth in its mission statement and as complemented by the institution's strategic plan.

2. Explain how this program has contributed to the economic and social welfare goals of HB1 as delineated in the statewide postsecondary education strategic agenda – *Stronger by Degrees.*

There should be a clear connection between the program and the state's postsecondary education goals. The state's strategic plan for postsecondary education focuses on four areas. Please choose which area(s) your proposed program relates to along with which policy objective(s) that your proposed program addresses. Explain the contribution(s) the program makes to these areas and policy objectives.

- *College readiness – Will the program increase the number of college-ready Kentuckians entering postsecondary education? Will it increase the number of college-ready GED graduates? Will it increase the effectiveness of Kentucky's K-12 teachers and school leaders?*
- *Student success – Does this program increase high-quality degree production and completion rates and close achievement gaps, particularly for lower-income, underprepared, and underrepresented minority students? Does this program decrease financial barriers to college access and completion?*
- *Research, economic, and community development Does this program increase educational attainment and quality of life in Kentucky communities through regional stewardship, public service, and community outreach?*
- *Efficiency and innovation: Does this program increase academic productivity through program innovations? Does this program maximize the use of postsecondary and adult education resources?*

3. Explain how this program aligns with the statewide postsecondary education strategic implementation plan.

In your answer, focus on how this program aligns with one or more action steps included in the strategic implementation plan.

B. Program Quality and Student Success

1. Briefly describe assessment results from the past five years and explain how these results have been used to make improvements to the program.

In your answer, please address all of the following:

- *State all student learning outcomes of the program.*
- *Explain how each of these program-level student learning outcomes were evaluated.*
  - o *Include all direct and indirect assessment methods used to evaluate this program.*
  - o *Explain which student learning outcome(s) were assessed by each method and how frequently each method is administered.*
  - o *Include the benchmarks and/or targets identified for the program.*
- *Briefly summarize assessment results related to each SLO.*
- *Explain how assessment results have been used to make improvements to the program.*
- *Explain the program's measures of teaching effectiveness and what efforts to improve teaching effectiveness have been pursued based on these measures.*

2. Describe any external awards or other recognition of the students, faculty, and/or program over the past five years.

In your answer, please:

- *Describe any awards from disciplinary associations, nonprofit organizations, governmental agencies, or any other external entities that recognize the accomplishments of this program.*
- *Describe accomplishments related to student work, faculty teaching and research, and other elements of your program.*
- *Describe any specialized accreditation attained by the program.*

	3. a. Number of hours required to complete this program:
	The number of hours does not include general education requirements

b. Include the average actual time to degree for this program in the table below.

Average actual time to degree refers to the average number of years it takes for a group of students graduating from a program in a particular year to graduate from the institution. This is not the same as the institution's actual time to degree. It refers only to the program under review. Average actual time to degree should be calculated for two populations of students – native students and transfer students. The calculation for native students includes time spent on developmental education courses but does not include the time a student was enrolled in dual credit courses. If a student stops out of school for more than two years, he or she is considered a returning student and is not counted in the calculation. For the calculation for transfer students, the starting point is when the student officially transfers to your institution. (KCTCS institutions should address only native students. Four-year institutions may count students that move from an associate degree program to a baccalaureate degree program at their institution as a transfer student.)

c. Include the average actual credit to degree is for this program in the table below.

Average actual credit to degree refers to the average number of credit hours earned by the group of students within the program graduating in a particular year. These credits include transfer credits and developmental education credits. (KCTCS institutions should address only native students.)

	Year:	Year:	Year:	Year:	Year:
Average actual time to degree – native students	*Express in number of years*				
Average actual credit to degree – native students					
Average actual time to degree – transfer students	*Express in number of years*				
Average actual credit to degree – transfer students					

4. a.	Describe employer satisfaction with program graduates.
	• *Include survey results, focus group results, advisory board results, or other evidence of employer satisfaction with program graduates.* • *Include any recommendations from employers on how to improve the program to meet the needs of the community.* • *AA/AS programs may also describe focus group, survey, or other evidence gathered from baccalaureate institutions to which your students have transferred.*
b.	Describe graduating students' and alumni satisfaction with program.
	• *Include survey results, focus group results, or other evidence of alumni and graduating students' satisfaction.* • *Include any recommendations from alumni on how to improve the program.*

5. Job placement, transfer, and graduate school admission.
Include requisite information in the table(s) below. • *Associate of Arts and Associate of Science degree programs must address 5b.* • *All other associate degree programs must address 5a. Bachelor's and Master's degree programs must address both 5a and 5c.* • *Doctoral degree programs must address 5a.*

a. Include job placement data for program graduates in the tables below.

- *Describe the types of jobs graduates have secured. Are the jobs directly related to the content of the program? Are the jobs indirectly related to the content of the program?*
- *What percentage of students have found employment in your area of geographic responsibility? In Kentucky? Outside of Kentucky?*
- *Note any employers who have offered jobs to multiple graduates.*
- *Provide examples of students who earned distinction in the field of study under review.*

	Year:	Year:	Year:	Year:	Year:
Number of graduating students who sought employment					
Percentage of students who sought employment					

	Year:	Year:	Year:	Year:	Year:
Number of graduating students who gained employment					
Percentage of graduating students who gained employment					

	Year:	Year:	Year:	Year:	Year:
Type of Job:	Percentage of students employed that type				
Type of Job:					
Type of Job:					

	Year:	Year:	Year:	Year:	Year:
Percentage of students finding employment in area of geographic responsibility					
Percentage of students finding employment in Kentucky					
Percentage of students finding employment outside of Kentucky					

b. Include transfer data for program graduates. (AA/AS Programs only)

- ***Include number and percentage of degree-seeking AA/AS students who transfer to a four-year institution within Kentucky. (Four-year institutions should indicate if they are unable to obtain this data.)***
- ***List the top majors that your students have pursued at four-year institutions within Kentucky.***
- ***List the top institutions within Kentucky to which your AA/AS graduates are transferring.***

	Year:	Year:	Year:	Year:	Year:
Number of graduating students who transferred to a four-year institution					
Percentage of graduating students who transferred to a four-year institution					

	Year:	Year:	Year:	Year:	Year:
Major:	Percentage of students who pursued that major				
Major:					
Major:					

	Year:	Year:	Year:	Year:	Year:
Institution:	Percentage of students who transferred to this institution.				
Institution:					
Institution:					

c. Include graduate school admission data for program graduates.

- *If bachelor's degree, note how many and what percentage of students pursue a graduate or professional degree in the field or in related fields. Include the names of graduate schools to which the students were accepted.*

- *If master's degree, note how many and what percentage of students pursue a doctorate in the field or a related field. Include the names of graduate schools to which the students were accepted.*

	Year:	Year:	Year:	Year:	Year:
Number of graduating students who sought graduate school admission					
Percentage of graduating students who sought graduate school admission					
Number of graduating students who attained graduate school admission					
Percentage of graduating students who attained graduate school admission					

6. Does this program lead to licensure or certification? If yes, then include students' pass rates on licensure/certification exams.					
Name of Exam:	Year:	Year:	Year:	Year:	Year:
Pass Rate					

C. Program Demand/Unnecessary Duplication

- *Associate of Arts and Associate of Science programs are not required to address C.2.*

1. Provide the number of students enrolled, number of graduates, and credit hour production over the past five years (includes summer, fall, and spring). - *Credit hour production refers to the number of credit hours produced by program faculty.* - *Number of enrollees and degrees conferred includes totals from summer, fall, and spring semesters.*					
	Year:	Year:	Year:	Year:	Year:
Enrollment					
Degrees Conferred					
Credit Hour Production					

2. Are there similar programs at other public institutions in the state?　　　YES　　　NO - *A similar program is defined as a program with the same or closely related CIP code at the same degree level.* - *Programs are not considered duplicative if they serve a different student population than existing programs, or if the curriculum is distinctive from that of existing programs at other Kentucky public institutions.*
a. If yes, then explain how the curriculum of this program is different from existing programs at other institutions or that access to these programs is limited at the other institutions.
b. If yes, describe specific collaborative opportunities your program is pursuing, or can pursue, with these existing programs. In your explanation, describe how the collaboration will increase the effectiveness and efficiency of each program.

D. Cost and Funding

1. Note the program's student credit hour per instructional faculty FTE for the past five years (for the fall and spring semesters only).

- ***Student credit hour per instructional faculty FTE is defined as credit hours taught by program faculty in a unit, department or discipline, divided by the number of instructional FTE (as defined by the institution) of those program faculty.***
- ***Include your institution's definition of instructional FTE.***

	Year:	Year:	Year:	Year:	Year:
Student credit hour per instructional faculty FTE					

2. Describe any extramural funding that program faculty have attracted over the last five years.

- ***Extramural funding includes any funds from outside the postsecondary institution that is used to support the program. Possible sources of funds include governmental agencies (local, state, and federal), businesses, private foundations, or individuals.***
- ***In addition to the table, include narrative about the extramural funding, including its purpose, its duration, the total amount of funding over the life of the grant or contract, and any other relevant information.***

| Sources of Extramural Funding	Year:	Year:	Year:	Year:	Year:
Source 1:					
Source 2:					
Source 3:					
Source 4:					
Source 5:					

E. Additional Information

Please use this section to provide any additional information that will help to clarify data provided above or that explains the importance of this program to your campus or community.

- *Include any additional information to explain academic, social, economic, or other contributions the program makes to your campus or area of geographic responsibility.*
- *Include any clarification of data points provided above. For example, if the program has graduated many double majors, and you believe that this has affected metrics such as time to degree, please explain that here.*

Troubleshooting in the Program Review System

- If you have any difficulties logging into the system, please try a different browser. *Google Chrome* and *Firefox* tend to work well.

- If you have questions regarding the Kentucky Program Review System, click on "Help" in the top right corner. This will bring you to the following screen:
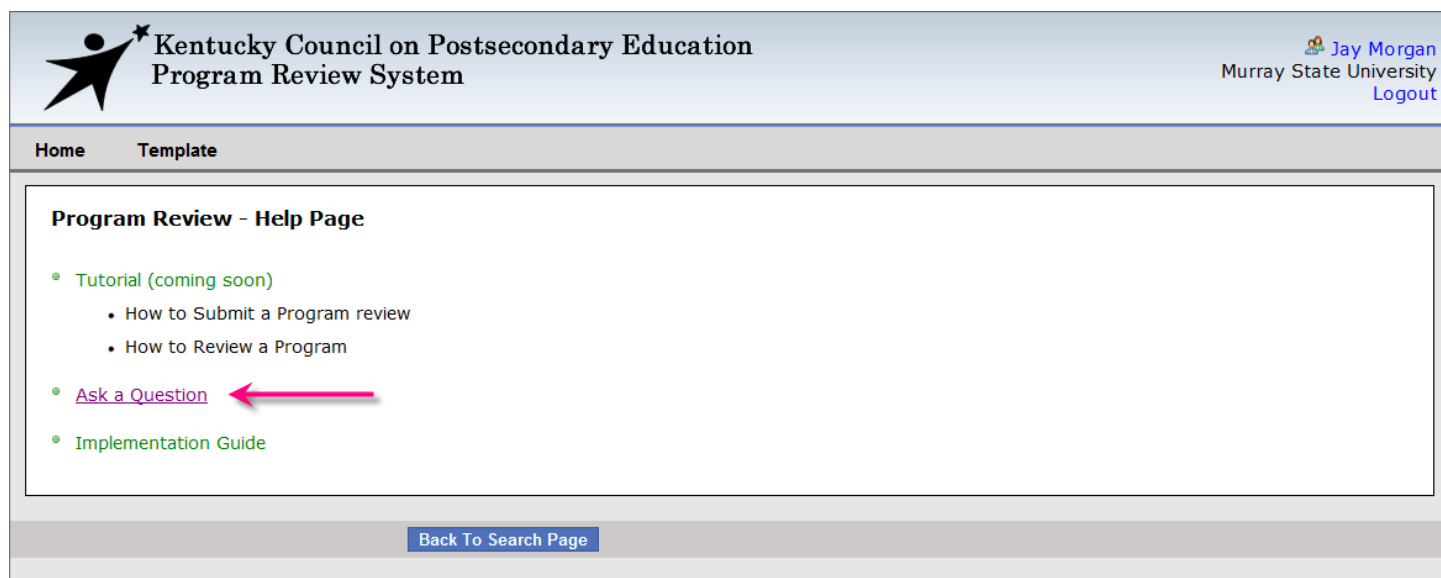
Click on "Ask a Question." You will be directed to a separate screen where your question may be submitted.