



Initial Program Review Report

Per the academic program approval policy, performance of new academic programs, based on information provided during the program approval process, will be monitored by CPE for three years for associate programs, five years for bachelor's degree programs, three years for master's degree programs, and five years for doctoral programs.

If at the end of the initial evaluation period a program is not on track to meet performance goals, the institution must submit a Performance Improvement Plan. Institutions will be granted one additional evaluation period (three years for associate programs, five years for bachelor's degree programs, three years for master's degree programs, and five years for doctoral programs) to implement their Performance Improvement Plan to meet the projections in the program proposal. If a program does not meet projections by the end of the second monitoring period, then the institution must formally close the program through its internal processes and close the program in the statewide program inventory.

General Information

Institution name:

Degree designation:

Program name:

CPE program ID:

Date of Council approval:

Semester and year when first student(s) were enrolled:

Contact person (name, title, and email address):

Enrollment

1. In the table below, insert the enrollment projections from the Council-approved program proposal into the “Projected” column. Add the program’s actual enrollments in the “Actual” column of the table below.

Projected Enrollment vs Actual		
	Projected	Actual
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

2. Compare the information provided in the program proposal to the actual results of program implementation.
 - a. Explain whether actual enrollments were significantly higher than, roughly the same as, or significantly lower than projected.
 - b. Explain the extent to which the projections about new-to-institution students align with the actual number of students who were new to the institution.
 - c. Explain the extent to which the institution’s projections about students already at the institution align with the actual number of students who were in an existing program at the institution.
 - d. Explain how the institution’s projections about impact on other programs at the institution align with the actual impact on pre-existing programs.

Finance

1. Provide the program approval budget submitted with the program proposal.
2. Provide an updated program approval budget that reflects actual expenses and revenues.
3. Provide a narrative explanation of any major deviations between projected and actual revenues and expenses.

Assessment of Essential Skills for Undergraduate Programs

1. Provide the curriculum map that shows the progression of curriculum and identifies in which courses the included 10 Essential Skills are either introduced, reinforced, and



mastered at the milestone or capstone levels.

2. Identify in which courses the 10 Essential Skills are assessed.
3. Provide a brief description of the assessment results related to the 10 Essential Skills in the program.

Institutional Recommendation

1. What action does the institution recommend CPE take regarding this program?
 - Continue the program (projections met)
 - Continue the program and require a program improvement plan (projections not met)
 - Suspend the program
 - Close the program