Program/Major Annual Update and Assessment

Each year, by May 15, the person responsible for a major (or any other program) should submit a report containing the following information to the relevant school chair, dean, vice president for academic affairs, and the Office of Institutional Effectiveness. (In many cases the Office of Institutional Effectiveness will be able to help provide data.)

I. **STUDENTS AND GRADUATES**
   A. Names of those completing the program since the previous May, along with the following about each student: final cumulative GPA and educational or employment plans (or current placements)
   B. Names of those who participated in graduation ceremonies but who have not completed the program, with information on what they plan to do to complete it
   C. Number of advisees for each advisor in the program
   D. Any updates on program graduates; there is no expectation for program graduates to be tracked down on an annual basis, but if information is known, it should be included
   E. List of students currently in the program and their classification (freshman, soph..)
   F. List of students who completed 299 courses in this time period
   G. List of students who are enrolled or expected to enroll in 299 in the upcoming time period

II. **COURSES TAUGHT THE PAST YEAR**
   A. List of the courses taught the previous summer, fall, and spring, including who taught the course and the course enrollment
   B. Number of courses and credit hours (and their enrollment) taught by full-time program faculty
   C. Number of course and credit hours (and their enrollment) taught by part-time program faculty (including courses taught by OVU employees who are not in the program)
   D. Number of courses and credit hours (and their enrollment) taught by adjunct faculty

III. **ASSESSMENT TOOLS**
   A. List of program assessments administered or collected, including the number of students completing each assessment

IV. **ADVISORY BOARD**
   A. Members of any advisory board(s) for the program (including school or college boards)
   B. Minutes or other record of advisory board input and recommendations

V. **LINKING LEARNING WITH THE COMMUNITY ENGAGEMENT**
   A. Courses that link learning with the community (e.g., civic engagement)

VI. PROGRAM CHANGES REQUESTED, COMPLETED, OR IN PROGRESS
   A. Any program-related requests sent to academic council and their results
   B. Any program changes that were made in the past year (or that will be implemented before the next academic year)
   C. Recommendations for adjustment of course rotation

VII. RECOMMENDATIONS
   A. Any recommendations for the upcoming academic year

VIII.   TRACKING SHEETS
   A. Include the new tracking sheet for the upcoming year (also send the tracking sheet to the catalog editor and registrar).