February 3, 2010

Dear Dean,

I write to ask your immediate assistance in preparing the lists of academic programs to be included in the impending Program Review. The purpose of this review is to position UNCG to be as strong academically as possible while maintaining a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

With this memo I have included a set of enrollment reports, organized by department in your unit, listing undergraduate and graduate programs at the level of Area of Study (AOS). These reports show a five-year history of total student enrollment as represented in the Fact Book. Please review these lists carefully.

I have tagged certain program categories for your attention. In the left margin on each page you may see the following codes describing your programs: Inactive academic programs are those that have already been discontinued (up through December 2010); New academic programs have been implemented within the past two years (since AY 2008-09); some graduate programs have been placed on Moratorium; and the term Undecided refers to placeholder programs for students in your unit who have not yet committed to a major. Programs in these categories will not be included in this program review process. I ask you to verify this coding assignment. Please add New, Inactive, or Moratorium next to any programs I have overlooked and cross out any that incorrectly labeled.

In addition, in a number of instances duplicate AOS programs exist in the student system. In some cases, the same AOS code is used to indicate students who are Pre-majors and have not yet been admitted to the program. In other cases, an AOS code is used to indicate both a face-to-face program as well as an Online version. There are also teacher licensure-only or certificate programs, which enroll students who already have a bachelors degree (or masters degree, for the post-masters certificates), coded Licensure or Certificate. I ask your guidance in determining which AOS codes should be combined for the purposes of this review. It is my recommendation that pre-majors and admitted students in the same AOS programs be combined. (Nursing may be the exception in which the pre-major program remains listed as a separate program.) In situations in which several AOS codes comprise an academic program, please let me know. For example, in some cases it might make sense to combine certificate or licensure programs with a parent program. Please list any groups of AOS codes which should be combined into a single program.
As I know you are aware, the program review process will be implemented on a very tight schedule. It is my assignment to provide the complete data reports by March 1 so that departments have an opportunity to respond to the data that my office will generate centrally. It is essential that I receive your written confirmation of all programs to include for your unit by February 11th. I will attend the Deans Council meeting February 9th to answer your questions regarding this document. That meeting will afford the Deans an opportunity to discuss whether to develop guidelines for code combination to apply consistently across units.

Thank you for your time and effort to help me prepare your Program Review Profiles.

Sarah Carrigan

Director of Institutional Research