

## MEMORANDUM

**TO:** Representatives of Programs Preparing Self-Studies

**FROM:** Kari Coburn  
Director of Institutional Analysis and Planning

**DATE:** July 3, 2003

**SUBJECT:** Academic Program Review Self-Study

I am writing to review the purpose of my involvement in the academic program review self-study process, and to provide some information about how to use the data contacts for completing the self-study questionnaire. I have attached copies of the data tables that will be completed for you, and the names of the individuals who will be completing the tables.

### Role of Institutional Analysis and Planning

With the assistance of my staff I will provide you with the following:

- An electronic version of the self-study document on the web
- The data tables listed under my name on the following page
- Any help you require interpreting or verifying the data that I provide
- Any help you require contacting the other individuals listed as data contacts

The electronic version of the self-study document is available in Microsoft Word on our web site at <http://ir.unlv.edu/reports/programreview/2003-04.html>. If you have difficulties downloading this document or prefer to receive it via email, please let one of us know.

### How to Use the Data Contacts

All of the data tables listed on the following page **will be posted on the web** in the form of Excel spreadsheets, *with the exception of the information provided by Susan Haboush.*

Susan Haboush will assist you with the budget information on Table II A on page 3 **only if you call her to request that information.** (Last year the departments/programs under review did not request her assistance because they had ready access to this information within their own office.) In fact, budget information should be accessible to you using FIMS.

## Timing of Data Tables

Alesia Young, Bill Schulze, Anthony Vaughn and I will provide you with the tables for which we are responsible as soon as possible. Alesia and Anthony may send you the faculty tables directly and we will also post that information on the web. In the past, we provided most of the information by June; however, because we are starting later this year, I anticipate that the information will be available by the end of July. Please take into consideration the many other deadlines imposed on these individuals.

Again, if you need budget data, please initiate data collection for Table II A (Susan Haboush) as soon as possible. This will ensure that you have the data necessary to write the narrative when you are ready to do so.

Because the data tables will be posted on the web as they are completed, it is important that you alert the appropriate individual(s) in your department and send us your email address if it is not on Lotus Mail. The timing of the self-study process necessitates that changes in department chairs and /or self-study contacts be communicated if the data are to be available to the individuals responsible for guiding the self-study. If you have someone other than yourself to whom you would like the self-study information sent, please let me know and I will add the individual and alert the other data contacts.

The purpose of coordinating data collection for the self-study process is to make the process more efficient and helpful to you. I hope that you find our efforts worthwhile.

## Attachment

cc: Deans  
Barbara Cloud  
Anthony Vaughn  
Susan Haboush  
Bill Schulze  
Alesia Young

**2003-04 PROGRAM REVIEW  
Self-Study Questionnaire**

**Data Tables Coordinated by Institutional Analysis and Planning**

**Susan Haboush, Associate Budget Analyst (51077)**

Table II A - Department Information/Budget, Academic Year 2002-03 (pg. 3)

**Kari Coburn, Director of Institutional Analysis and Planning (53771)**

Table V A - Undergraduate Enrollment Profile by Degree Program (pg. 5)  
Academic Years 1998-99 to 2002-03

Table V B - Graduate Enrollment Profile by Degree Program (pg. 6)  
Academic Years 1998-99 to 2002-03

Table V C - Completions by Program - Past 5 Years (pg. 6)  
Graduating Period 1998-99 to 2002-03

Table VIII A - Distribution of Women and Minority Faculty (pg. 12)  
Academic Year 2002-03

Note: Field data will be completed by department/program

Table VIII C - Instructional Activity-Student Credit Hours Taught, Past 5 Academic Years  
Academic Years 1998-99 to 2002-03 (pg. 13)

**Alesia Young, Systems Analyst, Human Resources (54375)**

Table VIII B - Number of Full-Time Faculty Who Resigned During Past 5 Academic Years  
Academic Years 1998-99 to 2002-03 (pg. 12)

Table VIII D - Faculty Profile, Academic Year 2002-03 (pg. 13)

Table IX B Facilities, Support/

B. Administrative, Clerical and Technical Support Personnel FTE (pg. 15)  
Academic Year 2002-03

**Bill Schulze, Director of Sponsored Programs (51357)**

Table VIII E 1 - Faculty Research and Creative Activities (pg. 14)  
Complete first three columns only, Academic Years 1998-99 to 2002-03

**Anthony Vaughn, Director, Academic and Research Space (50944)**

Table IX A Facilities, Support Program/Space and Facilities, Academic Year 2002-03 (pg. 15)