

MEMORANDUM

TO: Representatives of Programs Preparing Self-Studies

FROM: Kari Coburn
Director of Institutional Analysis and Planning

DATE: November 7, 2006

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:

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

Electronic versions of the self-study document will be available in Microsoft Word and Adobe PDF formats on our web site at ir.unlv.edu. Choose "Program Review" from the Quick Links menu at the top of our home page. 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 the financial data warehouse.

Timing of Data Tables

Elora Paik, Bill Schulze, Anthony Vaughn and I will provide you with the tables for which they are responsible as soon as possible. Elora just joined the UNLV Human Resources department about 3 weeks ago, so she will need some time to become familiar with this process. Most of the information will be available by early December, however, due to the lateness in the start of the Program Review process this year, there may be some delay with other offices. In any case, we will all work to get you the information that will help you write the self study as soon possible. Please take into consideration the many other deadlines imposed on these individuals. The data tables will be posted on the web as they become available.

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.

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
Michael Bowers
Kristene Fisher
Susan Haboush
Bernard Malamud
Bill Schulze
Elora Paik
Bill Robinson
Anthony Vaughn

**2006-07 PROGRAM REVIEW
Self-Study Questionnaire**

Susan Haboush, Associate Budget Analyst (51077)

Table II A - Department Information/Budget, Academic Year 2005-06

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

Table V A - Undergraduate Enrollment Profile by Degree Program
Academic Years 2001-02 to 2005-06

Table V B - Graduate Enrollment Profile by Degree Program
Academic Years 2001-02 to 2005-06

Table V C - Completions by Program - Past 5 Years
Graduating Period 2001-02 to 2005-06

Table VIII A - Distribution of Women and Minority Faculty
Academic Year 2005-06

Note: Field data will be completed by department/program

Table VIII C - Instructional Activity-Student Credit Hours Taught, Past 5 Academic Years
Academic Years 2001-02 to 2005-06

Elora Paik, Manager, HR Systems, Human Resources (52664)

Table VIII B - Number of Full-Time Faculty Who Resigned During Past 5 Academic Years
Academic Years 2001-02 to 2005-06

Table VIII D - Faculty Profile, Academic Year 2006-07 (previous year if this fall data is
unavailable)

Table IX B Facilities, Support/

B. Administrative, Clerical and Technical Support Personnel FTE Academic Year 2006-07

Rochelle Athey, Executive Director of Sponsored Programs (51357)

Table VIII E 1 - Faculty Research and Creative Activities
Complete first three columns only, Academic Years 2001-02 to 2005-06

Anthony Vaughn, Director of Academic and Research Space (50484)

Table IX A Facilities, Support Program/Space and Facilities, Academic Year 2006-07