Guidelines to Programs for Preparation of a Self Study Report
Graduate

I. **Title Page** — (includes name of program and date)

II. **Mission/goals/visions**

   Require some discussion / analysis related to relevance / impact on the program quality

III. **Faculty:**
   A. Faculty roster include names of all graduate & non-graduate faculty members. Also provide information on number of adjunct professors and graduate teaching assistants.
   B. Provide rank, gender, & ethnicity of persons in (A) above.
   C. Prepare a summary of graduate faculty scholarship; (place CV’s in appendix ---two-three page format if possible)
   D. Provide a listing of the most recent 2 year teaching activity uniquely identifying graduate and undergraduate teaching.
   E. Provide a listing by faculty member of the number of student final projects advised in the past 3-5 years, if appropriate.
   F. Other professional contributions

IV. **Students:**
   A. Multi-year enrollment profile
      1) Number of applicants, number admitted, number enrolled by year, “time to degree summary”
      2) Profile of Program Enrollees by ethnicity, gender and SCH
      3) Beginning in 2007 of August Profile of Program Applicants and Enrollees by geographical origin (local, regional, Texas, out-of-state International based on place of previous degree or permanent address at time of enrollment
      4) Profile of Program Graduates by ethnicity and gender
      5) Mean number of years to degree by year
      6) Completion rate
      7) Enrollment by course
   B. Student contributions:
      1) Provide opportunity for student comments/contributions of the program.
      2) Provide information on special achievements of students (Comment on scholarly activities, employment activities and the like)

V. **Program Profile:** (multi year profile)
   A. Number of graduate courses offered/year
   B. Enrollment in each course
   C. Full-time vs. part-time enrollment
   D. Degrees awarded annually; total by ethnicity and gender
   E. Describe accreditation if applicable
   F. Describe the advisement process and
   G. Describe student-faculty interactions beyond the classroom
   H. Indicate the nearest location and similar programs and if suitable compare the
program regionally or nationally

VI. **Institutional Support:**
   A. Space
   B. Facilities & resources
      1) (e.g., library, funding, external funding if appropriate, program budget)
      2) Equipment (if applicable)
      3) Budget for faculty development, research support, travel, etc.

VII. **Summary**
    A. Strengths
    B. Weaknesses
    C. Recommendations

VIII. **Submit 1 hard copy and 1 electronic copy.**
    The reviewers must be provided a copy of the self study two weeks prior to the Scheduled visit to TAMUCC.