Email to Chairs, Deans, and Associate Deans

From: Carl Brun, Vice Provost for Curriculum and Instruction

Date: Jan 10, 2020

**Subject: Program Review Questions and Answers**

Thank you all for your time and attention devoted to the Program Reviews. This email will address some common questions I am receiving. I also will have two more “Program Review Question and Answer” sessions on Tuesday, Jan. 14 from 11-12 and Friday, Jan. 17 from 10-11 in the Center for Teaching and Learning, 023 Dunbar Library. This memo and other resources are also posted at <https://www.wright.edu/academic-affairs/academic-program-review>

Continue to contact me at carl.brun@wright.edu or 775-2155 with questions as they arise.

Common questions and answers to date:

**Q: How can I get access to the actual faculty names that populated the “Financial Indicators” tab?**

**A.** A Cognos report with this information has been created. Chairs, deans, and associate deans will have access to their respective programs. Chairs, deans, or associate deans should send an email to aaron.skira@wright.edu with the names of any other faculty who should receive access to this report. See the instructions below:

Report can be accessed as follows:

Log in to **WINGS** (CAMPUS username and password).

From the WINGS home page, underneath “Services” (right-hand side), select **COGNOS**.

Login to COGNOS (CAMPUS username and password).

If this is the first time you’ve logged into COGNOS, select **My home**. Otherwise, go to step 5.

Select **Production folder**.

Select **Institutional Research & Analytics folder**.

Select **Program Review**folder.

Left-click on **Program Review-Faculty Detail List**

**Note 1 :**By default, the report runs in an excel format.

**Q. Where can I find the data required for the “Summary” tab?**

**A.** All of the information in the “Summary” tab relates to information already covered in the previous tabs. Marking “yes” to the three narrative tabs means that you described those three areas under the appropriate tabs: Overview, Program Assessment, and Constituent Feedback. The quantitative data points to include in the “Summary” tab are highlighted in yellow in the “Post Graduate Success” and “Ratios” tabs. Copy and paste those data from the appropriate tab to the Summary Tab.

**Q. What about the Summary line for “Student-to-TET faculty FTE ratio per program?**

**A.** A new excel file will be placed in each program’s review template. This file will be titled, “AdditionalData\_College\_Dept\_\_Program\_Date”. It will include a tab with the “Student-to-TET faculty Ratio”. Enter this ratio into the Summary tab. This ratio is based on the “Tenured & Tenure-Track Data” folders completed by 1-10-20 at 5:00 P.M. This ratio does not reflect any change a person may make to the “TET-Track Data” folder after this date and time.

There will be another tab in this workbook titled, “Fall\_2019\_StudentWorkers”, which is related to the “Instructional Support” line in the Faculty tab. In the tabulation of this count for Fall 2019, the # of students employed for instructional support was listed as “1” rather than the actual count.

Note that the only program ratio reported in the Summary tab is the “Student-to-TET faculty Ratio”. The other ratios are at the department level.

**Q. For the report that is due Jan 20, 2020, the Summary table has a heading “Chair”. Is that accurate?**

**A.** For the program director reports due Jan 20, 2020, this section is completed by the program director, not chair.

**Q. How do I upload the letter of completion of a self study from our accrediting body?**

A. Before opening up the “Program Review” template, there is an option to “Upload” documents to the program folder.

**Q. How is revenue from cross-listed courses calculated in the “Estimated Tuition Revenue” line in the “Financial Indicators” tab.**

A. Revenue is generated based on the CRN for each course.