

Section 6: Program and Course Documentation

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Seven-year Schedule of Academic Unit Reviews

Fall 2006	Winter 2007
Linguistics & English Language (98-99) Philosophy (99-00) Teacher Education (99-00) Economics (99-00)	Educational Leadership & Foundations (98-99) Theatre & Media Arts (99-00) Anthropology (00-01) Asian and Near Eastern Studies (00-01) School of Technology (99-00)
Fall 2007	Winter 2008
Audiology and Speech Language Pathology (00-01) Counseling Psychology and Special Education (00-01) Dance (00-01) Nutrition, Dietetics, & Food Science (00-01) Visual Arts (99-00; F 04)	Exercise Sciences (00-01) Accountancy (01-02) Information Systems (01-02) Geology (01-02)
Fall 2008	Winter 2009
Political Science (00-01) Business Management (01-02) Ancient Scripture (01-02) Humanities, Classics, & Comp. Literature (01-02) Psychology (01-02)	Organizational Leadership & Strategy (01-02) Public Management (01-02) English (02-03) History (02-03)
Fall 2009	Winter 2010
Chemical Engineering (02-03) Civil and Environmental Engineering (02-03) Mechanical Engineering (02-03) Electrical and Computer Engineering (02-03) Church History and Doctrine (02-03)	Communications (02-03) Instructional Psychology and Technology (02-03) Recreation Management & Youth Leadership (02-03) Sociology (02-03)
Fall 2010	Winter 2011
Computer Science (97-98; F 03) Germanic & Slavic Languages (97-98; F 03) Mathematics (F 03) Mathematics Education (F 03)	Physiology & Developmental Biology (W 04) Biology Program (W 04) Marriage & Family Therapy (W 04) Spanish & Portuguese (F 03)
Fall 2011	Winter 2012
Integrative Biology (W 05) Chemistry & Biochemistry (F 04) School of Music (98-99; F 04)	Plant & Animal Sciences (W 05) Marriage, Family & Human Development (W 05) Law School (W 05)
Fall 2012	Winter 2013
French & Italian (98-99, F 05) Physics & Astronomy (98-99, F 05) School of Social Work (F 05) Home & Family Living (F 05)	Geography (98-99, W 05) Statistics (98-99, W 05) Nursing (99-00, W 05) Health Science (99-00, W 05) Microbiology & Molecular Biology (99-00, W 05)

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Program Level Documentation

Program Title _____ . Dept/School _____ .

Program Statement of Purpose

The program's Statement of Purpose should be aligned with the BYU Mission and AIMS. *By clearly defining what a program is, a Statement of Purpose also defines what it is not.* A Statement of Purpose should be as simple and short as possible as it answers three fundamental questions:

1. What is the basic nature of the program?
2. Who is it designed to serve?
3. What are the program's underlying core values and philosophy?

Program Goals

Program goals are general statements of intent that support a program's Statement of Purpose. A program's goals should reflect the BYU AIMS and also be aligned with its curricular structure and content. They should answer the question: "What will students be expected to know and do when they complete the program.?"

1. Compare stated program goals with the program's Statement of Purpose and curricular structure to ensure alignment.
2. Program goals may be extrapolated, if necessary, from the program's MAP and University Catalog description.

Program Curricular Structure

A program's curricular structure should align with the "BYU experience," as described in BYU's AIMS document, and support the program's Statement of Purpose and Program Goals. Insert the following:

1. Program MAP and the program's Catalog description.
2. Description of co-curricular activities designed to support program goals.

Program Assessment, Analysis, Evaluation, and Improvement Assessment tools

1. What tools are used for program assessment? (Tools may include one-on-one faculty interviews/advisement; an aggregation of instructor assessment and student self-assessment data at the course level, including exams, quizzes, portfolios, and other work that addresses specific competencies; standard university course evaluations; a core competency exam; a nationally-normed exam; exit interviews, senior and alumni surveys, recruitment and placement data, graduate school reports, etc.)
2. How is program-related assessment information collected? How often is it collected? Where is assessment information kept?

Analysis, Evaluation, and Improvement Process

1. How does the faculty curriculum committee at the program and/or department level analyze and evaluate program assessment information to determine whether or not the program is achieving its stated purpose and goals?
2. How often is the program's assessment data analyzed and evaluated?
3. How are plans for improvement formulated and tracked to completion?
4. Are plans for improvement shared with the college curriculum committee? How often and in what form?

7/02/04

Course Level Documentation

Course Catalog Number _____ Title _____

1. Course Context/Alignment with Program(s)
 - a. How does this course contribute to the goals of the program(s) of which it is a part, including the University Core? (See related program statements of purpose and goals.)
 - b. Explain why the course is positioned where it is in the course sequence of the program(s) course sequence. (e.g., gateway course, minimizes redundancy, adds value, etc.).
2. Course Learning Objectives
 - a. What is the core content of this course which should be learned in all sections and/or is required for subsequent courses in the program? (What do students need to understand and remember?)
 - b. What are the specific outcomes (skills and competencies) that students should learn in the course (e.g., application, analysis, evaluation, creation)?
3. Learning Activities
 - a. What teaching and learning activities (e.g., course assignments, in-class activities, etc.) help students effectively achieve the course learning objectives?
4. Assessment of Student Learning
 - a. What assessment tools are used to demonstrate student achievement of the course learning objectives (e.g., tests, assignments, papers, projects, portfolios)?
 - b. Briefly explain how assessments are aligned with course learning objectives and activities?
5. Course Improvement
 - a. How are data from student assessments, and other forms of feedback, used to continuously improve this course?
 - b. How are new developments in the subject area and new approaches to teaching and learning periodically integrated into the course?
 - c. What is done to ensure that the course is fulfilling its function within related program(s)?
 - (1) Describe the procedures used to ensure periodic discussion with others teaching the course, others teaching in the program, and program directors.
 - (2) How are course improvement plans shared with the appropriate curriculum committees?
6. Syllabus
 - a. Attach or insert a course syllabus that reflects attention to the above considerations. For multi-section courses, attach or insert a syllabus for each section of the course.

7/02/04

Program Level Documentation Status

BIOLOGY AND AGRICULTURE

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Degree Program
(College-wide Program)	xy	BS Biology				
Integrative Biology	xy xy xy xy	* BS Bioinformatics * BS Biology Composite Teaching BS Integrative Biology BS Wildlife and Wildlands Conservation			xy xy xy xy xy	MS Biological Science Education MS Integrative Biology MS Wildlife and Wildlands Conservation PhD Integrative Biology PhD Wildlife and Wildlands Conservation
Microbiology and Molecular Biology	xy xy xy	* BS Clinical Laboratory Science BS Microbiology BS Molecular Biology	xy xy	Microbiology Molecular Biology	xy xy xy xy	MS Microbiology MS Molecular Biology PhD Microbiology PhD Molecular Biology
Neuroscience Center	xy	* BS Neuroscience				
Nutrition, Dietetics, and Food Science	xy xy xy xy	* BS Dietetics BS Food Industry Management BS Food Science BS Nutritional Science	xy xy	Food Science Nutrition	xy xy	MS Food Science MS Nutritional Science
Physiology and Developmental Biology	xy xy	BS Biophysics BS Physiology and Developmental Biology			xy xy xy xy	MS Neuroscience MS Physiology and Developmental Biology PhD Neuroscience PhD Physiology and Developmental Biology
Plant and Animal Sciences	xy xy xy xy xy xy	BS Bio-Agribusiness Management: Agriculture Management BS Bio-Agribusiness Management: Biotechnology Business BS Genetics and Biotechnology BS Environmental Soil Science BS Landscape Management BS Plant Biology			xy xy	MS Agronomy MS Genetics and Biotechnology

DAVID O. MCKAY SCHOOL OF EDUCATION

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Degree Program
Audiology and Speech-Language Pathology	xy	BS Audiology and Speech-Language Pathology	x	Audiology and Speech-Language Pathology	xy	MS Speech-Language Pathology
Counseling Psychology and Special Education	xy xy	* BS Special Education: Mild/Moderate Disabilities * BS Special Education: Severe Disabilities			xy xy	MS Special Education PhD Counseling Psychology EdS School Psychology
Educational Leadership and Foundations					xy xy xy	MEd Educational Leadership EdD Educational Leadership PhD Educational Leadership
Instructional Psychology and Technology					x x	MS Instructional Psychology & Technology PhD Instructional Psychology & Technology
Teacher Education	xy xy xy	* BS Early Childhood Education * BS Elementary Education * BS Elementary Education: Early Childhood Education * BS Social Science (composite teaching)			x x	MA Teaching Education MEd Teaching Education EdD Reading

ENGINEERING AND TECHNOLOGY

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Degree Program
Chemical Engineering	xy	* BS Chemical Engineering			xy xy	MS Chemical Engineering PhD Chemical Engineering
Civil and Environmental Engineering	xy	* BS Civil Engineering			xy xy	MS Civil Engineering PhD Civil Engineering
Electrical and Computer Engineering	xy xy	* BS Computer Engineering * BS Electrical Engineering			xy xy	MS Electrical Engineering PhD Electrical Engineering

Mechanical Engineering	xy	* BS Mechanical Engineering			xy xy	MS Mechanical Engineering PhD Mechanical Engineering
Technology, School of	xy xy xy xy xy xy	* BS Construction Management * BS Facilities Management * BFA Industrial Design * BS Information Technology * BS Manufacturing Engineering Technology * BS Technology Teacher Education	x x	Information Technology Manufacturing	xy	MS Technology

FAMILY, HOME, AND SOCIAL SCIENCES

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Degree Program
Anthropology	xy xy xy	BA Anthropology: Archaeology Emphasis BA Anthropology: Sociocultural Emphasis BA Anthropology (Sociocultural Double Major)	xy	Anthropology	xy xy	MA Anthropology Cert. Museum Practices
Economics	xy xy	BA Economics BS Economics	x	Economics		
Family Life, School of	xy xy xy xy	BS Home and Family Living * BS Family and Consumer Sciences Education BS Marriage, Family, and Human Development BGS General Studies: Family Life	xy xy xy	Gerontology Marriage, Family, and Human Development Family Life	xy xy xy xy	MS Marriage, Family, and Human Development MS Marriage and Family Therapy PhD Marriage, Family, and Human Development PhD Marriage and Family Therapy
Geography	x x x x x x	BS Geographic Information Systems BS Geography: Global Studies BS Geography: Physical Environment Studies BS Geography: Travel and Tourism Studies * BS Geography Teaching BS Urban, Rural, and Environmental Planning	x x x x	Geographic Information Systems Geography Geography Teaching Travel and Tourism Studies	x	MS Geography

History	xy xy xy xy	BA Family History—Genealogy BA History * BA History Teaching * BGS General Studies: Family History * BGS General Studies: History	xy xy xy	Family History—Genealogy History History Teaching Native American Studies	xy	MA History
Political Science	xy	BA Political Science	xy xy	Political Science Political Science Teaching	xy	MA Public Policy
Psychology	xy xy	BS Psychology * BGS General Studies: Psychology	xy xy	Psychology Psychology Teaching	xy x xy	MS Psychology PhD Clinical Psychology PhD Psychology
Social Work, School of	x	* BS Social Work			x	MSW Social Work
Sociology	xy xy	BS Sociology BS Sociology: Research and Analysis	xy xy	Sociology Sociology Teaching	xy xy	MS Sociology PhD Sociology
Women's Research Institute			xy	Women's Studies		

FINE ARTS AND COMMUNICATIONS

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Degree Program
(Interdisciplinary Programs)	xy xy	* BFA Music Dance Theatre * BFA Animation				
Communications	x x x x x	* BA Communications: Advertising Communications * BA Communications: Broadcast Journalism * BA Communications: Communications Studies * BA Communications: Print Journalism * BA Communications: Public Relations	xy	Communications	xy	MA Mass Communications

HEALTH AND HUMAN PERFORMANCE

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Degree Program
Dance	xy xy	* BA Dance: * BA Dance Education	xy xy xy	* Ballroom Dance * Modern Dance World Dance		
Health Science	xy xy	BS Public Health Education * BS School Health Education	xy xy	Driver Safety Education Health Education	xy	MPH Public Health
Exercise Science	xy xy xy xy	* BS Exercise Sciences: Athletic Training BS Exercise Sciences: Exercise Science BS Exercise Sciences: Fitness and Wellness Management * BS Physical Education Physical Education K-12 Teaching/Coaching	xy xy	Coaching and Teaching Physical Education Elementary Physical Education	xy xy xy xy xy xy xy	MS Exercise Science: Health Promotion MS Exercise Science: Exercise Physiology MS Exercise Science: Athletic Training MS Exercise Science: Physical Education-- Pedagogy PhD Exercise Science: Exercise Physiology PhD Exercise Science: Health Promotion PhD Exercise Science: Physical Medicine and Rehabilitation
Recreation Management and Youth Leadership	xy xy xy	BS Recreation Management and Youth Leadership: Leisure Services Management BS Recreation Management and Youth Leadership: Therapeutic Recreation BS Scouting Education			xy	MS Youth and Family Recreation

HUMANITIES

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Degree Program
(College-wide Programs)	xy x	BA American Studies BGS General Studies: American Studies	x	Western American Studies	xy	MA Language Acquisition: Arabic MA Language Acquisition: Chinese (Mandarin) MA Language Acquisition: French MA Language Acquisition: German MA Language Acquisition: Japanese MA Language Acquisition: Russian
Asian and Near Eastern Languages	xy xy xy	BA Chinese BA Japanese BA Korean	xy xy x x x	Arabic Chinese Chinese Teaching Hebrew Japanese Japanese Teaching Korean		
English	xy xy xy x	BA English * BA English Teaching * BGS General Studies: English and American Literature * BGS General Studies: Writing	x	English English Teaching	xy	MA English
French and Italian	xy xy xy	BA French * BA French Teaching BA Italian	x x xy	French French Teaching Italian	xy	MA French Studies
Germanic and Slavic Languages	xy xy xy	BA German * BA German Teaching BA Russian	x x x x	German German Teaching Russian Russian Teaching	xy	MA German Literature

Spanish and Portuguese	xy	BA Portuguese	x	Portuguese	xy	MA Portuguese: Portuguese Language
	xy	BA Spanish	x	Spanish		
	xy	* BA Spanish Teaching	x	Spanish Teaching	xy	MA Portuguese: Portuguese Literature
	xy	* BA Spanish Translation			xy	MA Spanish: Peninsular Literature
					xy	MA Spanish: Latin American Literature
					xy	MA Spanish: Hispanic Linguistics
					xy	MA Spanish: Spanish Pedagogy

INTERNATIONAL AND AREA STUDIES

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Program
Interdisciplinary Programs	xy	BA Asian Studies		African Studies		
	xy	BA International Relations		Ancient Near Eastern Studies		
	xy	BA Latin American Studies		Arab-Islamic Studies		
	xy	BA Middle East Studies/Arabic		Asian Studies		
		BA Ancient Near Eastern Studies		Chinese Studies		
				French Studies		
			German Studies			
			International Development			
			Italian Studies			
			Japanese Studies			
			Korean Studies			
			Latin American Studies			
			Modern Near Eastern Studies			
			Russian Studies			
			Spanish Studies			

J. REUBEN CLARK LAW SCHOOL

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Program
JRCL						LLM Comparative Law JD Law

MARRIOTT SCHOOL OF MANAGEMENT

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Program	xy	Graduate Program
Accountancy and Information Systems, School of	xy xy	* BS Accounting * BS Information Systems			x x x	MISM Information Systems Management MAcc Professional Accounting MAcc Tax
Management (college-wide programs)	xy xy xy xy xy xy	* BS Management: General Business * BS Management: Entrepreneurship * BS Management: Finance * BS Management: Financial Services * BS Management: Marketing Management * BS Management: Supply Chain, Services, and Operations Management * BGS General Studies: Management	xy	Management	xy x x x	MBA Business Administration MBA Business Administration: Executive MBA MPA Public Administration MPA Public Administration: Executive MPA
Air Force ROTC			x x	Aerospace Studies Military Science		

NURSING

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Programs	xy	Graduate Programs
College of Nursing	xy	* BS Nursing			x	MS Family Nurse Practitioner

PHYSICAL AND MATHEMATICAL SCIENCES

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Programs	xy	Minor Programs	xy	Graduate Programs
(College program)	xy	* BS Physical Science Teaching (Composite Teaching Major)				
Chemistry and Biochemistry	xy xy xy xy	BA Chemistry * BA Chemistry Education BS Chemistry BS Biochemistry	xy xy	Chemistry Chemistry Education	xy xy xy xy	MS Biochemistry MS Chemistry PhD Chemistry PhD Biochemistry

Computer Science	xy	* BS Computer Science	x	Computer Science Teaching	xy xy	MS Computer Science PhD Computer Science
Geology	xy xy x	* BA Earth and Space Science Education BS Geology BS Geology: Environmental Geology	x x	Geology Geology Teaching	xy	MS Geology
Mathematics	xy	BS Mathematics	xy	Mathematics	xy xy	MS Mathematics PhD Mathematics
Mathematics Education	xy	* BA Mathematics Education	xy	Mathematics Education	xy	MA Mathematics Education
Physics and Astronomy	xy xy xy xy xy	* BA Physics Teaching BS Physics, Applied: Computer Science BS Physics, Applied: Selected Options BS Physics BS Physics-Astronomy	xy xy xy	Astronomy Physics Physics Teaching	xy xy xy	MS Physics PhD Physics PhD Physics and Astronomy
Statistics	x xy xy xy xy xy	BS Actuarial Science BS Statistics: Statistical Science BS Statistics: Biostatistics BS Statistics: Business Analysis BS Statistics: Information Systems BS Statistics: Quality Science	xy	Statistics	xy	MS Statistics

RELIGIOUS EDUCATION

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Programs	xy	Graduate Programs
(College-wide program)					xy	MA Religious Education

UNDERGRADUATE EDUCATION

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Programs	xy	Graduate Programs
General Education	xy					
Honors	xy					
Freshman Academy	xy					

STUDENT DEVELOPMENT

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Programs	xy	Graduate Programs
Student Development	x					

CONTINUING EDUCATION

Program Level Documentation (x) and Program Analysis and Appraisal (y) Rough drafts received

Department	xy	Undergraduate Degree Program	xy	Minor Programs	xy	Graduate Programs

* Limited enrollment