

## Instructions for Obtaining Data for Program Review

### Appendix 1: Assessment Documents

In Appendix 1, you must attach the program's *Core Skills Audit Sheet* (Associate's degree only) and *Curriculum Map*. Programs are required to keep these documents up to date. Please consult the person(s) responsible for Assessment in your program.

### Appendix 2: Charts 1-2

*Chart 1: Faculty Resources* asks for the names and ranks of all faculty members in your program, and the number of credit hours they taught in the last full academic year. You are responsible for compiling this information, or designating someone in your department to do so.

The team leader should send a blank version of *Chart 2: Faculty Credentials* to all faculty in the program for faculty to fill out and return.

### Appendix 3: Chart 3-5

The Office of Institutional Research and Planning has set up an automated dashboard for Program Reviews. It will show data for completing *Charts 3-5 (Student Demand; Retention, Graduation and Transfer; and Student Demographics)*.

Currently, the link to the dashboard is

<https://tableaupub.mass.edu/t/NECCDecisionSupport/views/ProgramReviewData/ApplicationsGraduatesandTransfers>

---

Once on the site, select the program (major code and name) from the dropdown menu. This will display data for that program for the past three academic years.

There are two tabs along the top of the page.

**Applications, Graduates, and Transfers** shows data pertaining to student interest, application, enrollment, and graduation and transfer.

**Student Demographics** shows enrollment numbers by gender and race/ethnicity.

Please note, there is a "download" icon at the bottom of the screen. When you click on this icon, a pop-up window will appear and provide you with download options. Select PDF then confirm "create PDF" in the second pop-up window. This will only apply to your current view so you will need to do this separately for each tab.