Sent: Wednesday, November 14, 2012 1:20 PM
To: 'Becky'; 'Chay'; 'Darla'; 'Leisha'; 'Mollie'; 'Sally Ann'
Cc: 'Natalie Hensarling'; 'Mperritt'; 'Stephanie Youngblood-Milford'; 'Nelda Frederick'
Subject: Coordinators Meeting

Agenda
November 15, 2012 8am in HMS 115

1. Retention
2. Graduation
3. AP Models
4. Grad Program
5. Summer Offerings and Needs

Lynda Martin, PhD, FMP, SPHR, CPC
Director, School of Human Sciences
Stephen F. Austin State University
Box 13014, Nacogdoches, Texas 75962
936.468.2255 phone

Program Review next year

The views and opinions expressed in this message are my own and do not necessarily reflect the views and opinions of Stephen F. Austin State University, its Board of Regents, or the State of Texas.
Stephen F. Austin State University  
School of Human Sciences  

One-Year Retention Rates for First-Time Full-Time Undergraduates (FT-FT-UG)

<table>
<thead>
<tr>
<th>Human Sciences Program</th>
<th>Fall 2009 to Fall 2010</th>
<th>Fall 2010 to Fall 2011</th>
<th>Fall 2011 to Fall 2012</th>
<th>3-Yr Avg Retention Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrolled</td>
<td>Returned</td>
<td>Percent</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Child Develop &amp; Family Living</td>
<td>12</td>
<td>9</td>
<td>75.0%</td>
<td>6</td>
</tr>
<tr>
<td>Family and Consumer Sciences</td>
<td>5</td>
<td>6</td>
<td>100.0%</td>
<td>6</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>26</td>
<td>18</td>
<td>69.2%</td>
<td>24</td>
</tr>
<tr>
<td>Food and Nutrition Dietetics</td>
<td>11</td>
<td>10</td>
<td>90.9%</td>
<td>10</td>
</tr>
<tr>
<td>Hospitality Administration</td>
<td>17</td>
<td>12</td>
<td>70.6%</td>
<td>6</td>
</tr>
<tr>
<td>Interior Design</td>
<td>28</td>
<td>16</td>
<td>57.1%</td>
<td>17</td>
</tr>
<tr>
<td>Interior Merchandising</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
<td>1</td>
</tr>
<tr>
<td>All School of Human Sciences FT-FT-UG</td>
<td>101</td>
<td>72</td>
<td>71.3%</td>
<td>71</td>
</tr>
<tr>
<td>All FT-FT-UG</td>
<td>2,540</td>
<td>1,627</td>
<td>64.1%</td>
<td>2,335</td>
</tr>
</tbody>
</table>

One-Year Retention Rates for First-Time MS Human Sciences Students

<table>
<thead>
<tr>
<th>Human Sciences Program</th>
<th>Fall 2009 to Fall 2010</th>
<th>Fall 2010 to Fall 2011</th>
<th>Fall 2011 to Fall 2012</th>
<th>3-Yr Avg Retention Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrolled</td>
<td>Returned</td>
<td>Percent</td>
<td>Enrolled</td>
</tr>
<tr>
<td>All First-Time MS Human Sciences</td>
<td>19</td>
<td>12</td>
<td>63.2%</td>
<td>10</td>
</tr>
</tbody>
</table>

Six-Year Graduation Rates for First-Time Full-Time Undergraduates (FT-FT-UG)

<table>
<thead>
<tr>
<th>Human Sciences Program</th>
<th>Fall 2004 Cohort</th>
<th>Fall 2005 Cohort</th>
<th>Fall 2006 Cohort</th>
<th>3-Yr Avg Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrolled</td>
<td>Graduated within 6 Yrs</td>
<td>Enrolled</td>
<td>Graduated within 6 Yrs</td>
</tr>
<tr>
<td>Child Develop &amp; Family Living</td>
<td>4</td>
<td>2</td>
<td>50.0%</td>
<td>2</td>
</tr>
<tr>
<td>Family and Consumer Sciences</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>13</td>
<td>5</td>
<td>38.5%</td>
<td>23</td>
</tr>
<tr>
<td>Food and Nutrition Dietetics</td>
<td>5</td>
<td>4</td>
<td>80.0%</td>
<td>10</td>
</tr>
<tr>
<td>Hospitality Administration</td>
<td>9</td>
<td>5</td>
<td>55.6%</td>
<td>11</td>
</tr>
<tr>
<td>Interior Design</td>
<td>16</td>
<td>6</td>
<td>37.5%</td>
<td>21</td>
</tr>
<tr>
<td>All School of Human Sciences FT-FT-UG</td>
<td>47</td>
<td>22</td>
<td>48.8%</td>
<td>69</td>
</tr>
<tr>
<td>All FT-FT-UG</td>
<td>1,694</td>
<td>753</td>
<td>44.5%</td>
<td>1,996</td>
</tr>
</tbody>
</table>

Average Time to Degree for MS Human Sciences Graduates

<table>
<thead>
<tr>
<th>Human Sciences Program</th>
<th>Graduates included in Calculation</th>
<th>Avg Time to Degr (in Yrs)</th>
<th>Graduates included in Calculation</th>
<th>Avg Time to Degr (in Yrs)</th>
<th>Graduates included in Calculation</th>
<th>Avg Time to Degr (in Yrs)</th>
<th>Graduates included in Calculation</th>
<th>Avg Time to Degr (in Yrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Human Sciences Graduates</td>
<td>8</td>
<td>2.59</td>
<td>6</td>
<td>1.08</td>
<td>22</td>
<td>1.99</td>
<td>36</td>
<td>1.87</td>
</tr>
</tbody>
</table>

Prepared by The Office of Institutional Research; SFA, 10-2012
From: Lynda Martin [martinlj@sfasu.edu]
Sent: Thursday, November 01, 2012 8:50 AM
To: 'Nelda Frederick'
Subject: FW: THECB Graduate Program Review
Attachments: THECB Graduate Program Review Process.doc; Graduate Admission Standards Change Request.docx; Out of date courses.doc

Print all of this off for me then put in drop box. Put this email on the front of my hard copies

From: Mary Nelle Brunson [mailto:mbrunson@sfasu.edu]
Sent: Wednesday, October 31, 2012 1:44 PM
To: Judy Abbott; Mel Finkenberg (mfinkenberg@sfasu.edu); Liz Vaughan (vaughanej@sfasu.edu); Lynda Martin (martinlj@sfasu.edu); Dr. Robbie Steward (stewardd@sfasu.edu); Betty Alford (balford@sfasu.edu); Lisa Mize
Subject: THECB Graduate Program Review

Colleagues,

I have attached the THECB Graduate Program Review Process that we discussed yesterday in our meeting. Please keep in mind that there is a schedule on the Academic Affairs website for your program review. In most cases, your review that I will submit to THECB occurs with both your SFASU departmental review and your accreditation review (if you have an accrediting body). In addition to the THECB guidelines, please follow SFASU policy Academic Program Review (A-64) when completing your departmental self-study.

The Graduate Admission Standards Change Request and the Out-of-Date courses documents are also attached. The admissions standards document will be placed online under forms on the Graduate website. The Out-of-Date Courses document will not be placed on the website. This document has not been placed on the website in the past to safeguard the signatures required.

Please contact me if you have additional questions regarding program review or changes in the graduate processes and procedures.

Thanks you,
Mary Nelle

******************************
Mary Nelle Brunson, Ed.D.
Associate Provost and Dean of the Graduate School
Stephen F. Austin State University
P.O. Box 6079; SFA Station
Nacogdoches, Texas 75962-6079
Office: 936-468-2707
Fax: 936-468-4077
Graduate Program Review

At their April 27, 2011 meeting, the Coordinating Board adopted revisions to Section 5.52 of Board rules. This revised section adds new criteria and procedures for the review of existing graduate programs. The rules create a seven-year cycle during which all master's and doctoral programs must be reviewed. The link to Section 5.52 is: Texas Administrative Code - Rule 5.52

On June 16, 2011, a memorandum was sent informing institutions of the change in rules and the necessity of submitting a schedule of review to the Assistant Commissioner of Academic Affairs and Research. This schedule must list the review date for every master’s and doctoral program on the institution’s inventory during the next seven years, 2012 through 2018.

Additional information on the implementation of rule 5.52:

- The first round of scheduled reviews for the upcoming seven-year cycle should begin by Fall 2012. During any given year of a cycle, an institution may review no more than 20 percent of its graduate programs. New graduate programs must be reviewed no later than the seventh year after the start date of the program.
- Alterations to the schedule of review are possible, but they must be formally requested. An institution wishing to make changes to its schedule of review should send a formal request from the provost to the Assistant Commissioner of Academic Affairs and Research. This request should include a list of the programs and review dates being altered, accompanied by a justification for the changes being requested. In no case shall an institution be allowed to move the review dates for its programs beyond the limit of the current seven-year cycle.
- During the seven-year cycle, each program is reviewed using the criteria listed in Section 5.52. The process must include a programmatic self-study and a review by external consultants with discipline expertise. Doctoral programs shall be reviewed by at least two external consultants and master’s programs by at least one.
- No later than 90 days after the conclusion of each review, institutions shall submit electronically a report of the outcomes of each review to the Academic Affairs and Research Division. This report must include a summary of the programmatic self-study and the full text of the external reviewers’ evaluation, as well as the institutional response to the external evaluation.
- Board staff will review and analyze each report, followed by an official response to the institution which may include requirements for program improvement.

http://www.thecb.state.tx.us/index.cfm?objectid=FA4EB2D1-9F8B-21A5-7CCA832A66822594
Doctoral Program Review

Each public university and health-related institution shall review all doctoral programs at least once every seven years.

According to guidelines established by the Commissioner, SFASU submitted a schedule of review for all doctoral programs to the Assistant Commissioner of Academic Affairs and Research.

Institutions shall review master's and doctoral programs in the same discipline simultaneously, using the same self-study materials and reviewers.

The review of a doctoral program begins with a rigorous self-study.

Criteria for the review of doctoral programs must include, but are not limited to:

a. The 18 Characteristics of Texas Doctoral Programs;
b. Student retention rates;
c. Student enrollment;
d. Graduate licensure rates (if applicable);
e. Alignment of program with stated program and institutional goals and purposes;
f. Program curriculum and duration in comparison to peer programs;
g. Program facilities and equipment;
h. Program finance and resources;
i. Program administration; and
j. Faculty Qualifications.

External Review

As part of the required review process, institutions shall use at least two external reviewers with subject-matter expertise who are employed by institutions of higher education outside of Texas.

External reviewers

a. must be provided with the materials and products of the self-study and must be brought to the campus for an on-site review.
b. must be part of a program that is nationally recognized for excellence in the discipline.
c. must affirm that they have no conflict of interest related to the program under review.

Institutions shall submit a report on the outcomes of each review, including the evaluation of the external reviewers and actions the institution has taken or will take to improve the program, and shall deliver these reports to the Academic Affairs and Research Division no later than 90 days after the reviewers have submitted their findings to the institution. The SFASU submission to THECB will be made by the Provost.

Institutions may submit reviews performed for reasons of programmatic licensure or accreditation in satisfaction of the review and reporting requirements in this subsection.
and shall conduct analysis as necessary to ensure high quality. Institutions may be required to take additional actions to improve their programs as a result of Coordinating Board review.
Master's Program Review

Each public university and health-related institution shall review all stand-alone master's programs at least once every seven years.

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- Faculty qualifications;
- Faculty publications;
- Faculty external grants;
- Faculty teaching load;
- Faculty/student ratio;
- Student demographics;
- Student time-to-degree;
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- Student graduation rates;
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The Coordinating Board shall review all reports submitted for master's and doctoral programs and shall conduct analysis as necessary to ensure high quality. Institutions may be required to take additional actions to improve their programs as a result of Coordinating Board review.
Stephen F. Austin State University

PETITION TO ACCEPT OUT-OF-DATE COURSES
Graduate School

Name ___________________________ ____________ Date ________________
Campus ID# __________________________ Major ____________
Anticipated date of graduation __________________________ Semester ____________ Year ____________

I hereby petition the Graduate School to accept the courses listed below toward my graduate degree.

Reason for delay in completion of degree:

________________________________________
Student Signature

________________________________________________________________________

COURSE INFORMATION AND VALIDATION

Course Prefix Number Title

Semester Year Grade Instructor of Record

I certify the information taught in the courses listed above is still current and valid and recommend that the student receive credit for the course.

_________________________ __________________________
Date Instructor’s Signature

Approved _____ Not Approved _____ Department Chair/Graduate Advisor
Approved _____ Not Approved _____ College Dean
Approved _____ Not Approved _____ Graduate Dean

10/31/12
STEPHEN F. AUSTIN STATE UNIVERSITY

Request to Change Graduate Admission Requirements

Graduate program admission standards are set by the faculty based on the standards for the discipline. Changes to graduate admission requirements may be made once a year. Changes are submitted to the Graduate Dean by **November 1**. The changes will be applied to those students seeking admission to fall, spring or summer of the next academic year (for example changes reported Nov. 1, 2012 will be applied to applicants for Fall 2013, Spring 2014 and Summer 2014).

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Date</th>
</tr>
</thead>
</table>

Current Admission Requirements

New Admission Requirements

<table>
<thead>
<tr>
<th>Program Coordinator</th>
<th>Date</th>
<th>Academic Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dean</td>
<td>Date</td>
<td>Graduate Dean</td>
<td>Date</td>
</tr>
</tbody>
</table>

Please return signed form to the Graduate Dean. 10/30/12
Texas Higher Education Coordinating Board

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- h. Program finance and resources;
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Criteria for the review of master’s programs must include, but are not limited to:

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Fashion Merchandising
2003-2012

Food, Nutrition & Dietetics
2003-2012
Hospitality Enrollment
2003-2012

Interior Design
2003-2011
Interior Merchandising
2003-2012

Master's Program
2003-2012
Human Sciences Enrollment
2003 – 2012

C:\Documents and Settings\fredericknelda\My Documents\Programs