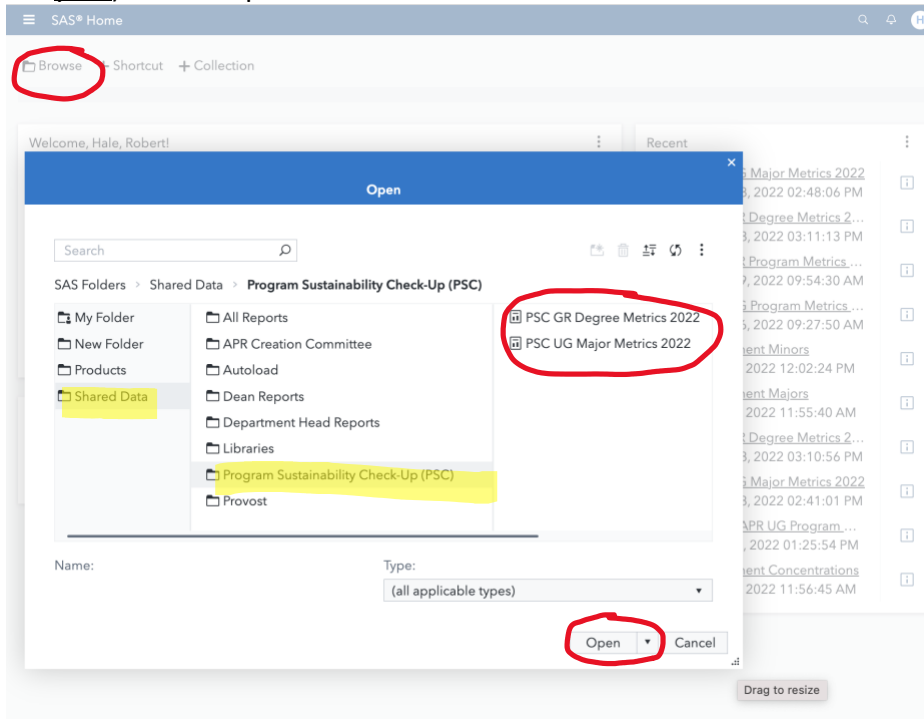


Step 1. Determining if the Program Sustainability Check-up (PSC) Self-Study is Required

Accessing the Data

1. On the [WKU Institutional Research webpage](#), Log on to [Visual Analytics](#). Click on “Browse.”
2. After the “Open” window opens, select “Shared Data,” then “Program Sustainability Check-up (PSC),” and then either PSC UG Major Metrics or PSC GR Degree Metrics (for the current year). Click “Open.”



3. When the page opens, navigate to your department's data with drop-down menus. The page will look something like this:



Reviewing Data to Determine if your Program has been Flagged

1. Click on the Dashboard button at the top of the screen to get the overview of all programs, to see areas your program might be flagged in, and whether or not your program is flagged for review. (Data will be from the past academic year and before.)



2. Here's what the page will look like:

The screenshot shows the 'New Program' section of the report, which is currently set to 'No'. Below this, there is a table titled 'Programs by PSC Metric Thresholds'. The table has 12 columns: Department, Undergraduate Program, Fall 2020 Majors, 2020/21 Degrees, 6-Year Grad Rate Fall 14 Majors, Avg Annual % Change (Majors), Avg Annual % Change (Degrees), AY UG SChP Per Full-time Faculty, % UG SChP by Full-Time Faculty, Student Flag, Staffing Flag, Direction Flag, and Flagged for Review. The 'Flagged for Review' column contains red '1' values for many programs, indicating they are flagged. The table is sorted by Department.

Department	Undergraduate Program	Fall 2020 Majors	2020/21 Degrees	6-Year Grad Rate Fall 14 Majors	Avg Annual % Change (Majors)	Avg Annual % Change (Degrees)	AY UG SChP Per Full-time Faculty	% UG SChP by Full-Time Faculty	Student Flag	Staffing Flag	Direction Flag	Flagged for Review
Theatre and Dance	Theatre, AB (#798)	58	20	41.4%	-6.45%	20.5%	233	50%	0	1	0	1
Theatre and Dance	Dance, AB (#630)	49	9	71.7%	1.27%	-0.0%	233	50%	0	1	0	1
Theatre and Dance	Performing Arts, BFA (#588)	80	11	55.0%	4.34%	-1.2%	233	50%	0	1	0	1
School of Teache...	Special Education: Learning and Behavi...	133	28	.	0.88%	42.1%	237	54%	0	1	0	1
School of Teache...	Elementary Education, BS (#527)	449	97	56.9%	-8.53%	-4.6%	237	54%	0	1	1	1
School of Teache...	Middle Level Education Social Studies/L...	36	6	62.9%	-9.59%	-11.9%	237	54%	1	1	1	1
School of Teache...	Interdisciplinary Early Childhood Educat...	28	5	45.5%	-6.58%	30.2%	237	54%	1	1	0	1
School of Teache...	Science and Mathematics Education, BS...	92	24	54.8%	-8.05%	-5.2%	237	54%	0	1	1	1
School of Leader...	Interdisciplinary Studies, AIS (#246)	27	44	50.7%	-16.97%	-10.6%	444	53%	0	1	1	1
School of Leader...	Interdisciplinary Studies, BIS (#558)	250	142	74.9%	-13.83%	-11.9%	444	53%	0	1	1	1
School of Leader...	Workforce Administration, BS (#739)	41	22	.	.	.	444	53%	0	1	0	1
School of Leader...	Organizational Leadership, BS (#545)	142	61	57.4%	-0.47%	9.6%	444	53%	0	1	0	1
School of Leader...	Business, AA (#288)	41	6	30.7%	-14.43%	53.4%	444	53%	1	1	1	1
History	Asian Religions and Cultures, AB (#615)	10	8	65.8%	-30.78%	30.7%	442	77%	1	0	1	1
History	Religious Studies, AB (#769)	23	13	66.0%	-10.58%	21.4%	442	77%	1	0	1	1
Mathematics	Mathematics, AB (#528)	11	0	39.4%	-12.38%	-41.7%	521	99%	1	0	1	1
Public Health	Public Health, BS (#521)	25	7	69.0%	-18.17%	-13.4%	502	84%	1	0	1	1
Modern Languag...	Spanish, AB (#778)	98	25	57.0%	-4.95%	6.9%	250	57%	0	1	0	1
Modern Languag...	Chinese, AB (#624)	71	23	57.9%	8.26%	43.5%	250	57%	0	1	0	1
Modern Languag...	Arabic, AB (#609)	29	8	61.9%	-6.83%	11.5%	250	57%	1	1	0	1
995C: Explorator...	Middle School Science Education, BS (#...	7	1	46.7%	-23.78%	-27.9%	.	.	1	0	1	1
Sociology and Cr...	Diversity and Community Studies, AB (#...	8	3	50.0%	-9.75%	32.5%	722	77%	1	0	1	1
School of Media	Photojournalism, AB (#750)	66	11	34.6%	-9.27%	7.5%	270	68%	1	0	1	1
School of Kinesio...	Physical Education, BS (#587)	58	7	58.1%	-12.27%	-20.7%	456	92%	1	0	1	1
Agriculture and...	Agriculture (minor required), BS (#605)	16	8	61.9%	-13.23%	2.2%	374	89%	1	0	1	1
Political Science	Paralegal Studies, AA (#276)	3	0	40.5%	-34.72%	-58.3%	457	86%	1	0	1	1

Current Thresholds (Cells highlighted in yellow):

- Fewer than 25 fall 2020 majors
- Fewer than 9 degrees awarded in 2020/21
- Less than 40% of fall 2014 majors graduated in same major in six years.
- More than a 8% decrease in average annual % change in majors
- More than a 10% decrease in average annual % change in degrees awarded
- Fewer than 250 academic year UG SChP per full-time faculty
- Less than 60% of UG SChP taught by full-time faculty

Flag Determination:

- Student Flag=1** when either fall 2020 Majors or 2020/21 Degrees or 6-Yr Graduation Rate fall below their thresholds.
- Staffing Flag=1** when either % UG SChP per Full-time Faculty or AY UG SChP per Full-time Faculty fall below their thresholds.
- Direction Flag=1** when either Average Annual % Change (Majors) or Average Annual % Change (Degrees) fall below their thresholds.
- Review Flag=1** when (1) Student Flag=1 and Direction Flag=1; or (2) Staffing Flag=1.

Click [HERE](#) for metric definitions.

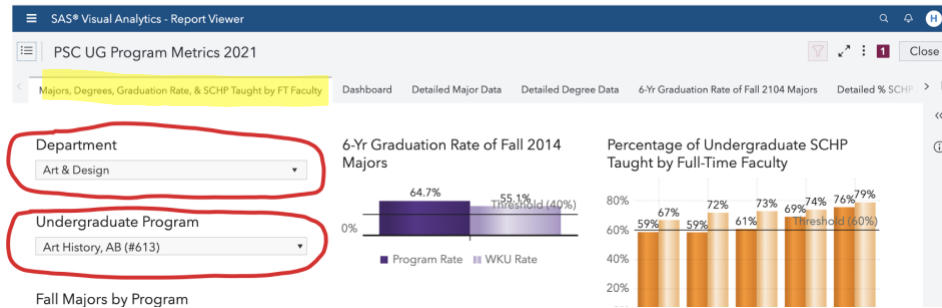
Note: you can sort by clicking top column header, i.e., Department, Program, etc.)

3. If your program is "Flagged for Review" (red highlight in Flagged for Review column), you will need to complete the PSC process. If there's no red flag, you're done!

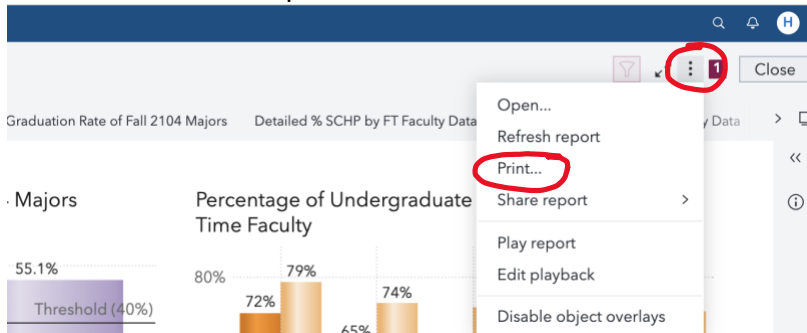
To learn more the meaning of thresholds and different flag types, visit the [PSC FAQ Page](#).

Saving the PSC Data Page for your PSC Self-Study

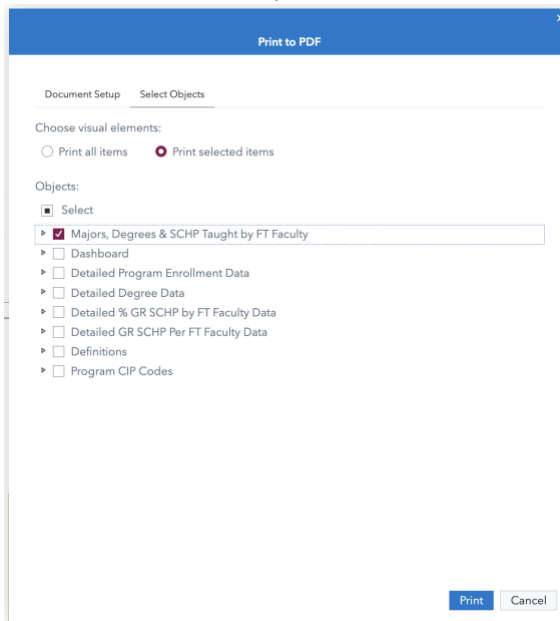
1. Navigate back to Majors, Degrees, Graduation Rate, SCHP Taught by FT Faculty page by clicking on that tab at the top of the page. It's the first one. Make sure your department and program are the ones listed in the drop-down menus.



2. Click on the 3 dots at the VERY top right of the page (the ones next to the word “Close”) and then click “Print” to open that menu.



3. You will only need to print/save-as-pdf the first page of the PSC Metrics for your self-study submission, so when the next dialogue box appears, click “Select Objects”; then select “Print selected items,” and then select “Majors, Degrees & SCHP Taught by FT Faculty.”



4. Press “Print” and a pdf version of the report will be saved to your downloads.
5. Save this pdf in an accessible place so you can submit it in Anthology-Portfolio with your PSC self-study.

Note: You will likely find the rest of the Visual Analytics data helpful and may wish to use it in your report (deans will have access to full reports in Visual Analytics), but the first page is the only necessary data submission for this process.

Step 2. Developing Your Initial PSC Self-Study Draft

Analyzing the data, determining causes of the possible sustainability issues, and creating a plan of action are the most important parts of this process. It's critical that program faculty, program coordinators, and department chairs review the data together and begin to draft answers to the questions on the [self-study template](#). Ultimately, the self-study asks you to

1. Explain your interpretation of the sustainability of your program and the causes of any sustainability issues that may need to be addressed.
2. Explain your program's effectiveness in terms of student learning and success as they impact sustainability. Consider results from Assurance of Student Learning reports, strategies you have used to improve learning, and any other relevant data/information.
3. Describe your plans to improve the program's sustainability. Explain the specific steps that have been taken already and any future steps you will take; the measurable goals and targets that would indicate success in the short term (one year) and medium term (2-3 years); and the specific resources (financial or otherwise) needed to achieve success.

After program constituencies come to closure, you will submit your self-study first draft through Anthology-Portfolio from your **departmental** account (not your personal account). Your college concierge can help you log-in the first time if you're unsure how to manage that. Again, the main focus of the entire check-up should be on developing a strong self-study. If you run into problems you can't solve, don't worry. You will have a chance to meet with your dean before submitting your final version for approval.

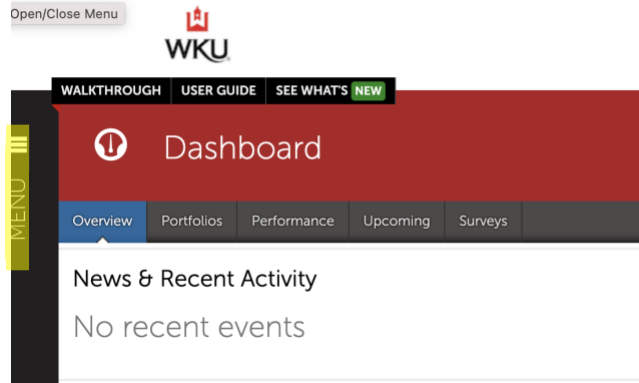
Ideas to consider for your self-study

- As you think about sustainability, consider whether the concern is because of low enrollment, declining enrollment, or insufficient staffing.
- Are there factors that the data isn't capturing that you should explain? What reasonable information could you share that would help another person understand whether there actually are sustainability issues?
- Despite low enrollment or insufficient staffing, is your program effective? Are students learning? Do ASL reports support your position? Is there other information that suggests your program is successful (i.e., grants, community outreach, etc.)?
- When you create your sustainability plan, be very specific about steps you would take to improve the sustainability. What goals need to be accomplished and what targets need to be reached? What is a reasonable amount of time needed to reach the targets? What resources do you need?
- Overall, think about how well you answered the questions. Would a reasonable person understand your analysis and plans? Do you think your plan would actually work?

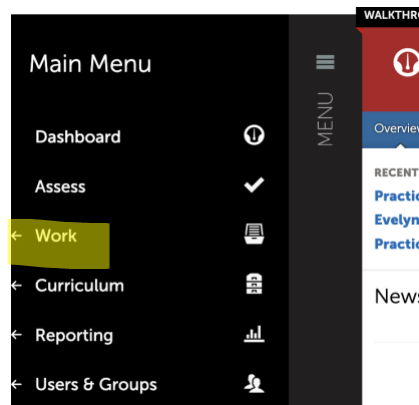
Note: visit the [PSC FAQ](#) web page for guidance on writing a good report.

Step 3. Submitting the PSC Self-Study Draft for Initial Consideration

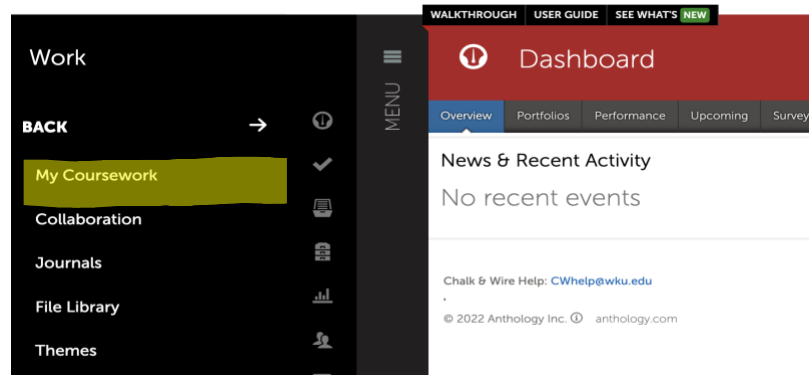
1. Have a copy of your PSC Self-Study saved in Word and labeled *Program Name-WKU Ref #-Department-College-PSC Draft- current year* (i.e, Art History-613-Art-PCAL-PSC Draft-2023). Also have pdfs of Visual Analytics report and any supplemental information.
2. Log in to **your department's** Anthology-Portfolio account at <https://wku.chalkandwire.com> to go to the dashboard.
3. Click on "Menu" on the left.



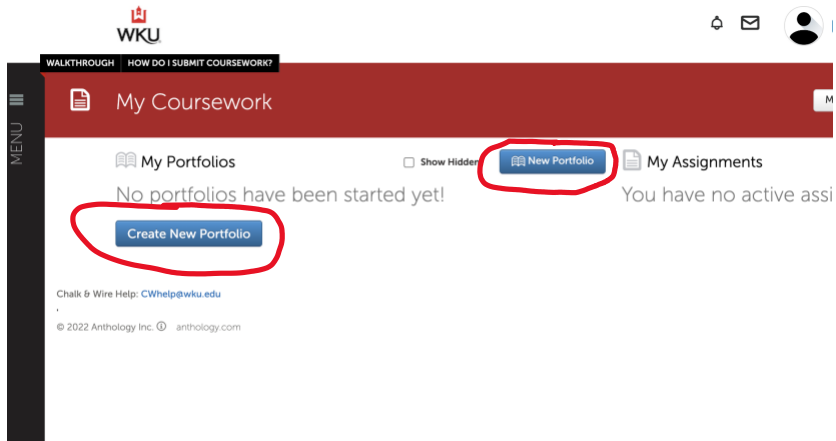
4. Then, click "Work" to get to "My Coursework."



5. Click on "My Coursework" to get to the Portfolios page.

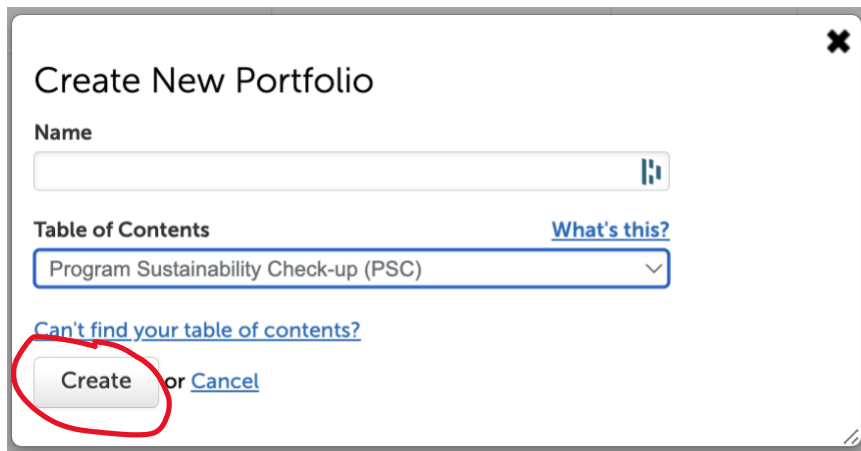


6. Click on “Create New Portfolio” or “New Portfolio.”



7. When the “Create New Portfolio” box appears, name your portfolio with this convention:

- a) ***Program Name-WKU Ref #-Department-College Abbreviation-PSC Portfolio-and the current year (i.e, Art History-613-Art-PCAL-PSC Portfolio-2023).***
- b) Select “Program Sustainability Check-up (PSC)” for the table of contents.
Note: if you cannot find the Program Sustainability Check-up (PSC) table of contents, click “Can’t find your table of contents” and you should be able to navigate to the correct Table of Contents.
- c) Click “Create.”



8. You'll then arrive at the Table of Contents for your program. Click on "PSC Initial Submitted Self-Study" to begin adding content (you will see a blue dot on this section)

Program-Department-COLL PSC Portfolio 2022

0 Overdue Submission(s) 0 Submission(s) Due Now 2 Upcoming Submission(s) 0 Submitted
0 Resubmission Request(s)

Program Sustainability Check-up (PSC)

Enable Table of Contents Edit Mode

- Program Sustainability Check-up (PSC)
 - PSC Initial Submitted Self-Study
 - Final/Approved Program PSC Self-Study
 - Annual Program Follow-up Reports for PSC

+ Setup

+ How will I

Sharing

Secure Shari

Share this P

This page will appear. Click "Add Content."

Add Content Submit When Ready

ADD CONTENT

Part I PSC Template

Instructions & Resources

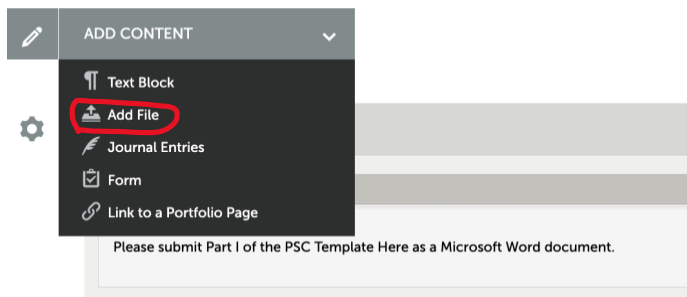
Visual Analytics Information

Instructions & Resources

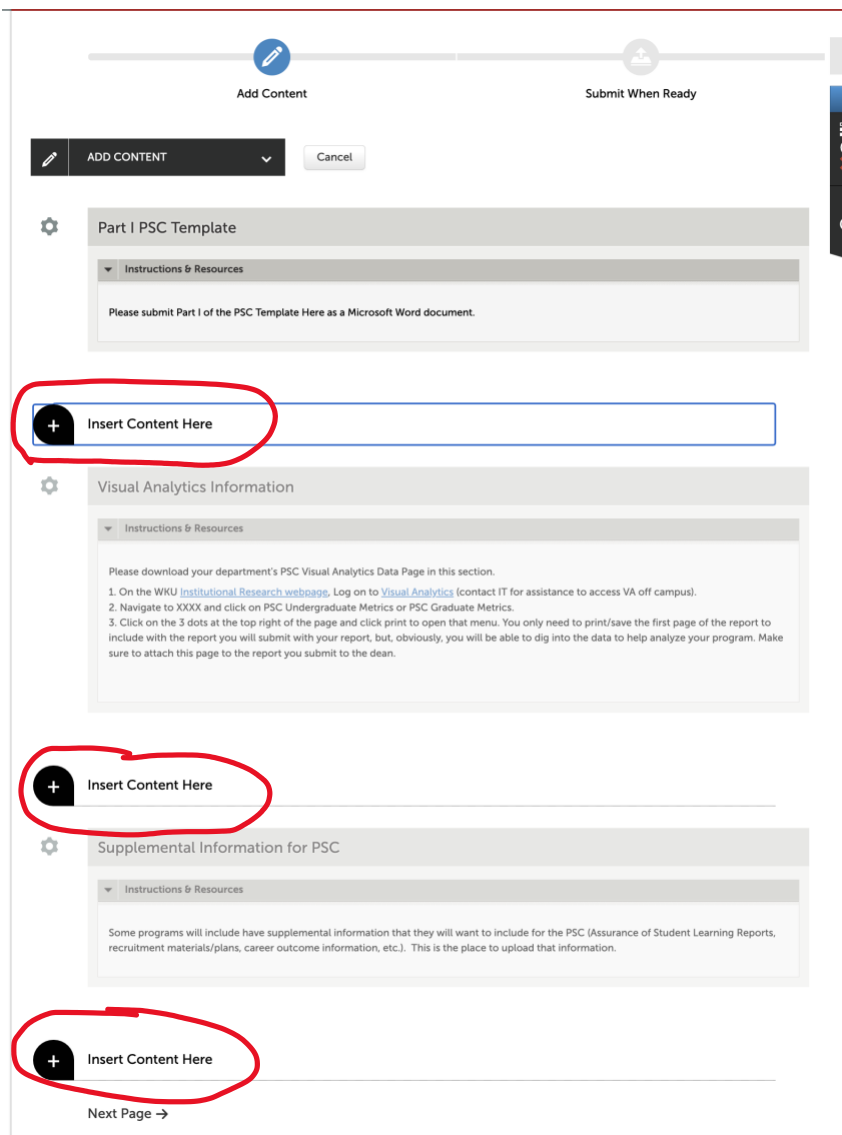
Supplemental Information for PSC

Instructions & Resources

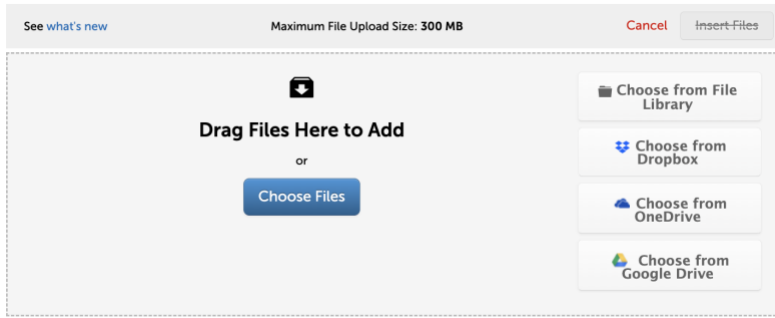
9. And then select “Add File”



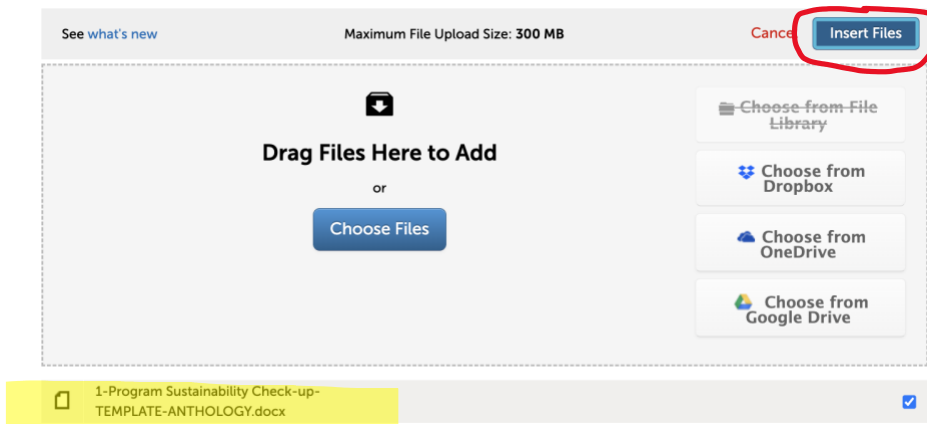
10. When this page appears, you will see + Sign Insert Content Here that allows you to insert the content directly. Click “Insert Content Here.”



11. And use this screen to drag or drop files into the portfolio:

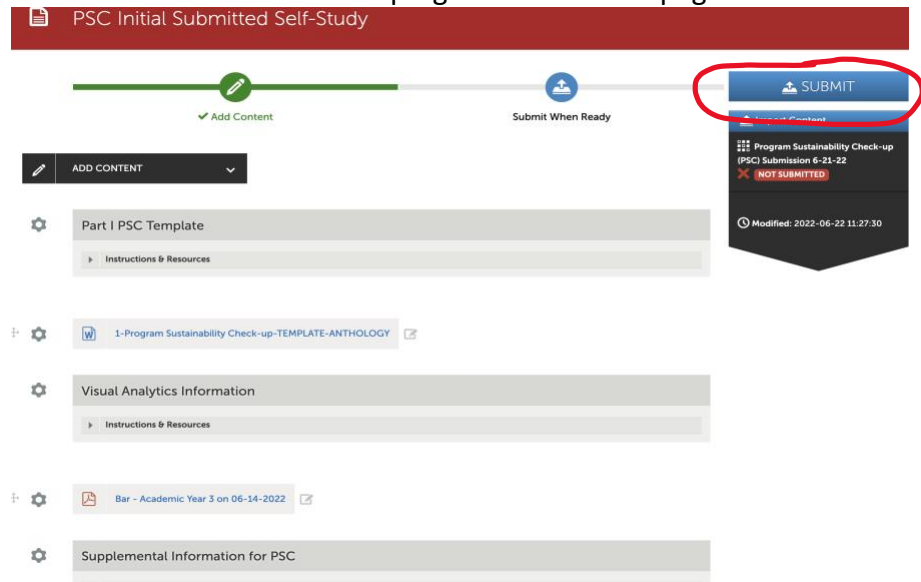


12. After you choose/drag file the fill name appears at the bottom of the screen. MAKE SURE TO SELECT INSERT FILES in order for them to be added to your portfolio.



13. Follow the same basic process to continue to add documents (the Visual Analytics pdf from part I, and any supplemental information including ASL Reports) to your portfolio.

14. After you have uploaded all of the documents you want your dean to consider, click on the “Submit” button in the top right corner of the page.



15. You'll then see a box asking for the names of the Assessors. For this process, you **will use your college (CEBS, CHHS, GFCB, OCSE, PCAL and the word Portfolio)**. When you start typing in the box, the college's name should eventually appear. After you select the college, press "Submit."

Submitting Content Close

STATUS **NOT SUBMITTED**

Program Sustainability Check-up (PSC) Submission 6-21-22

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Type here...

Submit

You'll get a screen confirming that your portfolio has been sent.

Submitting Content Close

STATUS **SUBMITTED**

✓ Content Submitted

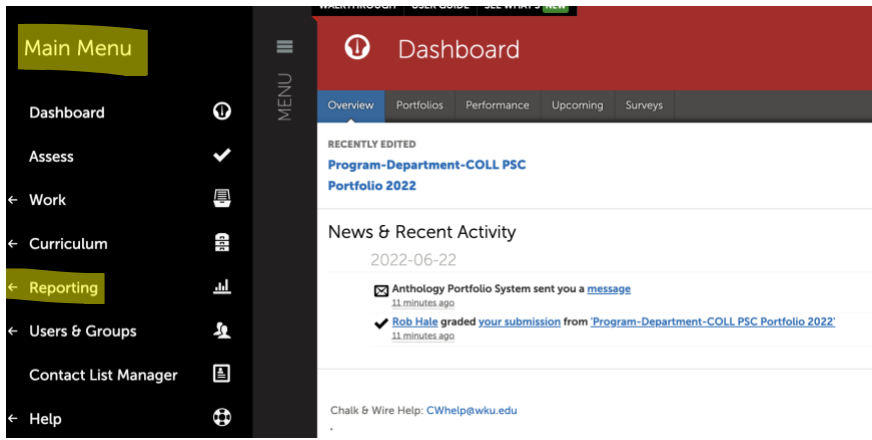
Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Hale, Rob	Program Sustainability Check-up (PSC) Submission 6-21-22	PSC Initial Submitted Self-Study	2022-06-22

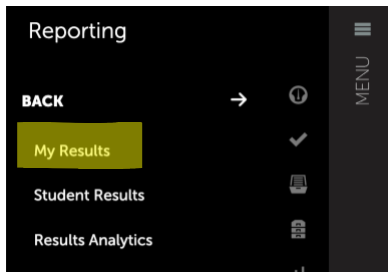
REVIEW SUBMISSION

Step 4. Receiving the Dean’s Office Review of Your PSC Draft

1. After receiving the self-study, the Dean’s Office will provide a response to the plan in Anthology-Portfolio. The Dean/designee will include any reservations and/or suggestions for the program to consider and pay particular attention to financial implications. The Dean may choose to involve a college committee in the process and/or consult with the Provost as appropriate.
2. You may access responses by going to the Main Menu and clicking on “Reporting” and selecting



3. Then click on My Results



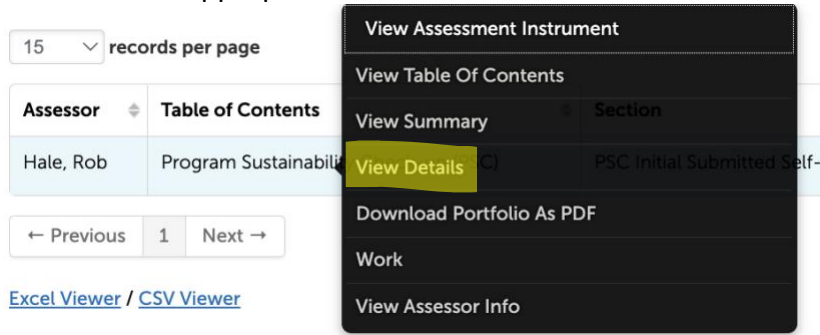
And you will a list of any assessments completed for your department/program.

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Hale, Rob	Program Sustainability Check-up (PSC)	PSC Initial Submitted Self-Study	Program Sustainability Check-up (PSC) Submission 6-21-22	2022-06-22 12:16	NORMAL	2022-06-22 12:20	3.0 PASS

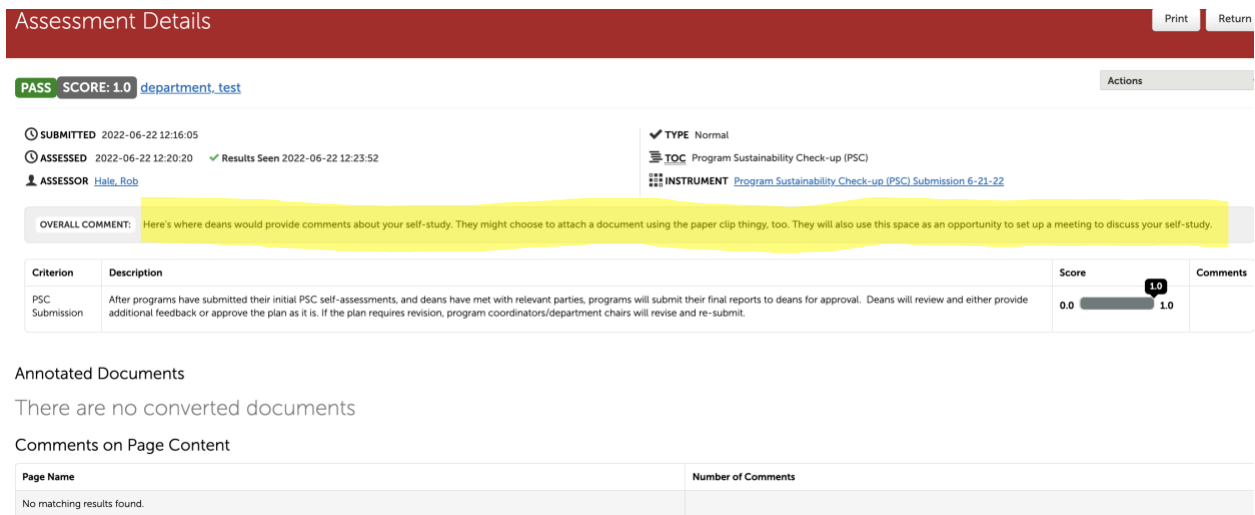
Showing 1 to 1 of 1 ent

Excel Viewer / CSV Viewer

4. Click on the appropriate row and select “View Details” to see the response.



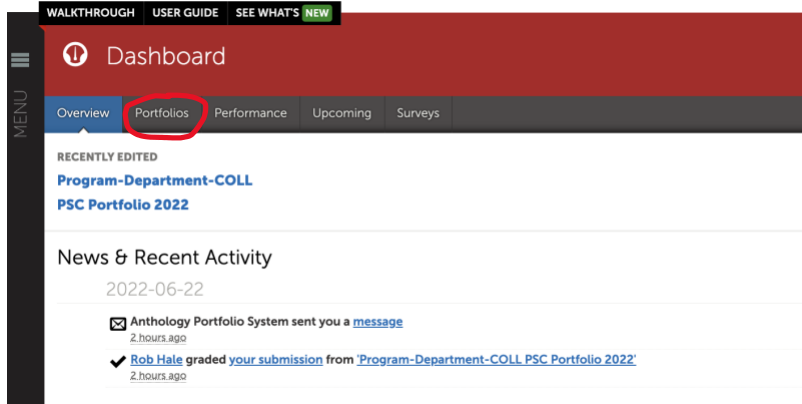
You will get a screen that looks like this:



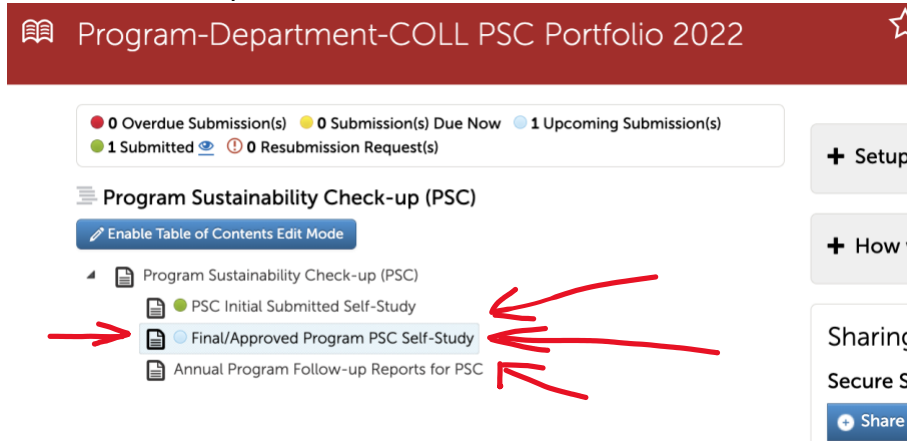
5. You will be able to read your dean’s overall response here, and you will also be invited to a meeting to discuss the particulars of your plan. This is a very important part of the process. Make sure to ask questions, take notes, and consider options. Some great ideas should come out of this conversation. It’s okay to push back, but make sure you understand the parts of the “suggestions” that may not be negotiable for your dean. 😊
6. After the meeting, you will revise your plan based on the conversation. After you complete your revision, you will submit the final plan for approval.

Step 5. Submitting the Final PSC Plan for Approval

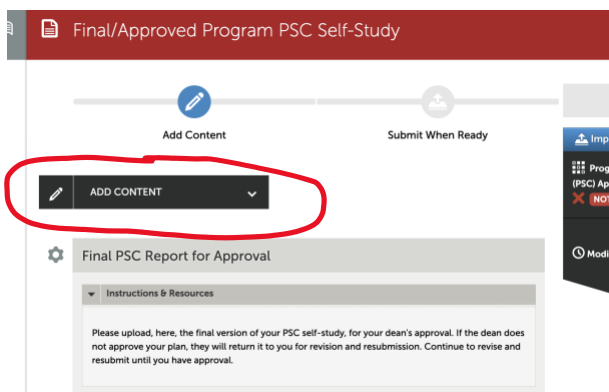
1. Have a copy of your Final PSC Self-Study saved in Word and labeled *Program Name-WKU Ref #-Department-College-PSC Final-year* (i.e, Art History-613-Art-PCAL-PSC Final-2023).
2. Log on to Anthology-Portfolio and go to your department's dashboard. Either click on "Recently Edited" if your portfolio is listed there. If not, click on "Portfolios" and navigate to the correct portfolio.



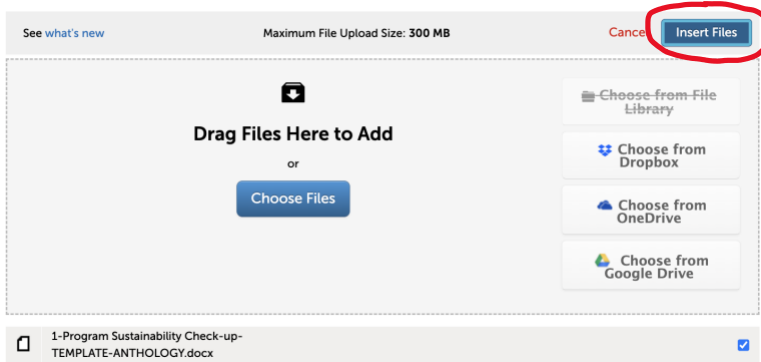
3. Once you are in the Table of Contents for the portfolio, click on "Final/Approved Program PSC Self-Study."



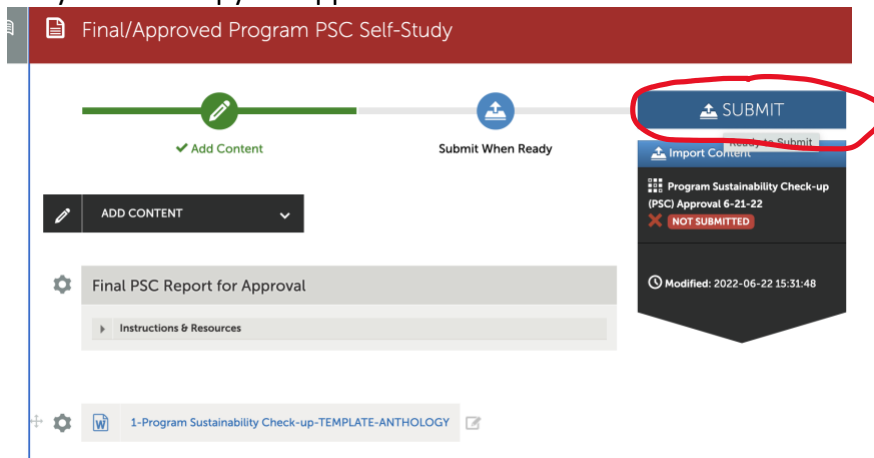
4. This page will appear. Click "ADD CONTENT," select "Add File," and upload your final report.



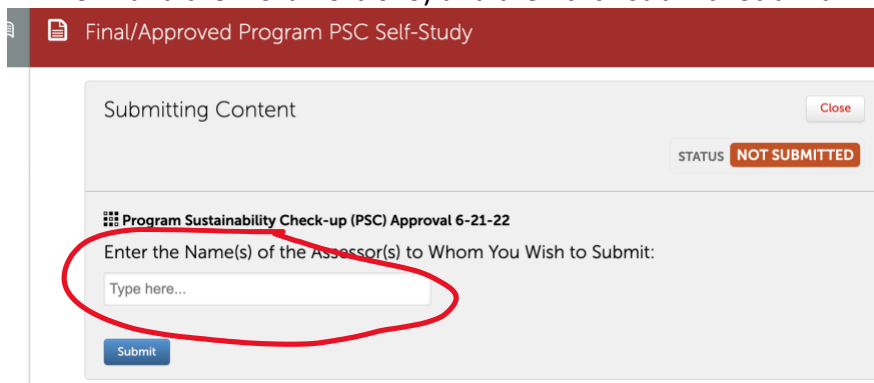
5. After you choose/drag file it will show up at the bottom of the screen. MAKE SURE TO SELECT “INSERT FILES” for them to be added to your portfolio.



6. Once your final copy has been uploaded, you will see this screen. Click “Submit” to submit your final copy for approval.



7. When this page appears, enter your college’s abbreviation (CEBS, CHHS, GFCB, OCSE, or PCAL and the word Portfolio) and then click submit “Submit.”



After deans receive a submission, they will either approve it or return it to you with comments for additional revision. If deans have revisions, you can discuss with them and/or make changes and resubmit following the same steps. Once you receive notice of approval, you should begin to actualize the plan you made in the self-study.