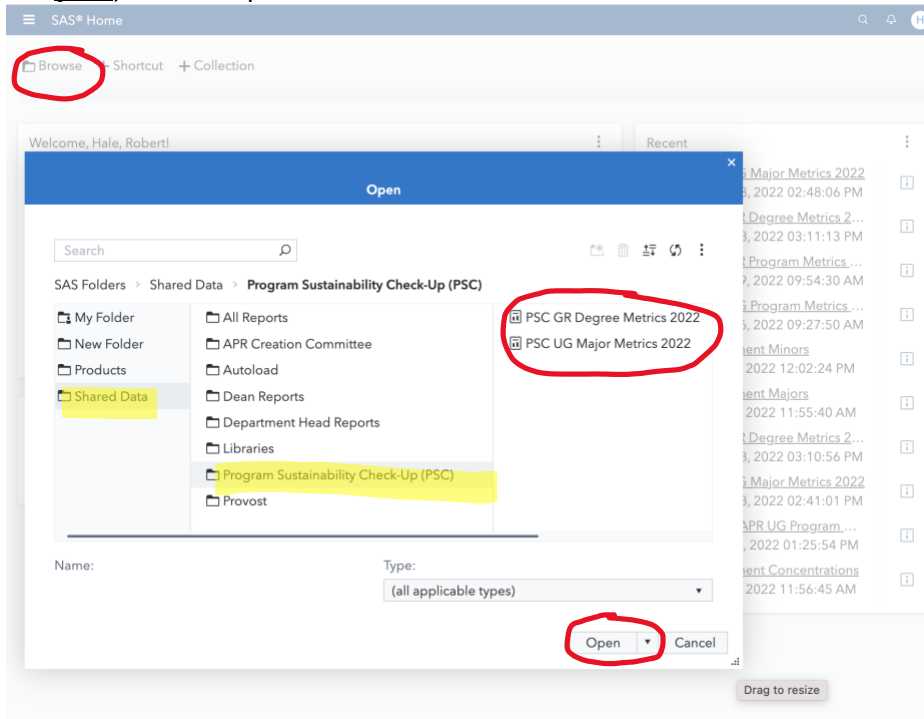


Step 1. Determining if the Program Sustainability Check-up (PSC) Self-Study is Required

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.”

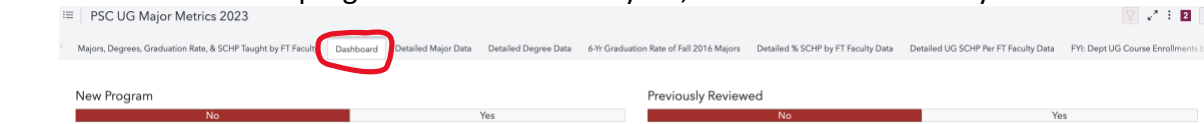


3. When the page opens, navigate to your department's data with drop-down menus. The page will look something like this:



Reviewing Data to Determine if your Program has been Flagged

- 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. NOTE: If you're looking to see if your program is flagged for the *first time* this year, click on **NO** for Previously Reviewed. If your program was flagged last year and you want to check the program's status for this year, click YES for Previously Reviewed.



- Here's what the page will look like for this year's program that weren't reviewed last year:

Department	Undergraduate Program	CIP Code	Fall 2022 Majors	2022/23 Degrees	% Graduated in 6 Yrs in Same Major	AY UG SCHP Per Full-Time Faculty	% UG SCHP by Full-Time Faculty	Avg Annual % Change (Majors)	Avg Annual % Change (Degrees)	Student Flag	Staffing Flag	Direction Flag	Flagged for Review	Previous Year Pgm Reviewed
Art & Design	Art History, AB (#613)	500703	13	0	61.5%	276	64%	18.2%	-37.5%	1	0	1	1	1
Music	Music (Liberal Arts), AB (#583)	500999	32	9	61.4%	229	64%	-9.9%	-10.2%	0	1	1	1	1
Music	Music, BM (#593)	500903	105	21	55.4%	229	64%	-5.7%	3.2%	0	1	0	0	1
School of Kinesiology, Recreati...	Recreation, Park, and Nonprofit Administration, BS (#5...	310301	38	7	74.4%	517	92%	-11.9%	-28.1%	1	0	1	1	1
School of Leadership & Profess...	Workforce Administration, BS (#739)	520213	30	18	81.0%	370	40%	5.9%	4.5%	0	1	0	0	1
Modern Languages	Chinese, AB (#624)	160301	72	15	56.7%	276	57%	-1.3%	9.8%	0	1	0	0	1
Modern Languages	Spanish, AB (#778)	160905	64	21	62.3%	276	57%	-14.8%	-1.2%	0	1	1	1	1
Political Science	Philosophy, AB (#745)	302601	15	5	57.1%	478	86%	-8.9%	16.0%	1	0	1	1	1
School of Media & Communic...	Film, AB (#667)	090701	71	6	56.6%	382	73%	-12.8%	-27.5%	1	0	1	1	1
Art & Design	Visual Studies, AB (#509)	500702	73	14	70.0%	276	64%	3.0%	-5.9%	0	0	0	0	0
Art & Design	Visual Arts, BFA (#514)	500702	151	31	50.7%	276	64%	1.2%	4.4%	0	0	0	0	0
School of Kinesiology, Recreati...	Sport Management, BS (#572)	310508	244	55	63.4%	517	92%	1.9%	11.5%	0	0	0	0	0
School of Kinesiology, Recreati...	Physical Education, BS (#587)	131314	65	10	57.4%	517	92%	0.3%	19.8%	0	0	0	0	0
School of Kinesiology, Recreati...	Exercise Science, BS (#554)	310505	387	68	55.7%	517	92%	-1.2%	1.1%	0	0	0	0	0
Political Science	Professional Legal Studies, AB (#6000)	220302	47	6	54.5%	478	86%	5.9%	-1.1%	1	0	0	0	0
Political Science	Political Science, AB (#686)	451001	150	34	70.2%	478	86%	-3.4%	-2.1%	0	0	0	0	0
Political Science	International Affairs, AB (#702)	450901	58	11	54.4%	478	86%	-7.9%	-12.3%	0	0	1	1	0
School of Media & Communic...	Public Relations, AB (#763)	090902	93	21	78.8%	382	73%	-3.4%	-10.4%	0	0	1	1	0
School of Media & Communic...	Journalism, AB (#736)	090401	67	15	46.9%	382	73%	-11.2%	0.3%	0	0	1	1	0
School of Media & Communic...	Corporate and Organizational Communication, AB (#5...	090901	42	14	76.7%	382	73%	-4.3%	0.4%	0	0	0	0	0
School of Media & Communic...	Communication Studies, AB (#792)	090101	101	30	75.4%	382	73%	-2.8%	-1.9%	0	0	0	0	0
School of Media & Communic...	Broadcasting, AB (#726)	090402	126	25	60.9%	382	73%	-12.2%	-13.8%	0	0	1	1	0
School of Media & Communic...	Advertising, AB (#727)	090903	64	23	80.6%	382	73%	-9.6%	-7.1%	0	0	1	1	0
School of Engineering and Ap...	Manufacturing Engineering Technology, BS (#5006)	150613	56	22	91.4%	452	92%	-5.4%	6.7%	0	0	0	0	0
School of Engineering and Ap...	Civil Engineering, BS (#534)	140801	135	25	61.1%	452	92%	-9.0%	-8.7%	0	0	1	1	0
School of Engineering and Ap...	Architectural Science, BS (#518)	040901	106	21	65.2%	452	92%	-3.0%	-3.9%	0	0	0	0	0
School of Engineering and Ap...	Computer Information Technology, BS (#555)	110103	204	53	42.0%	452	92%	-7.7%	4.9%	0	0	0	0	0
School of Engineering and Ap...	Computer Science, BS (#629)	110701	201	22	44.9%	452	92%	5.1%	-3.0%	0	0	0	0	0
School of Engineering and Ap...	Construction Management, BS (#533)	522001	162	46	69.4%	452	92%	5.6%	6.8%	0	0	0	0	0

Current Thresholds (Cells highlighted in yellow):

- Fewer than 25 fall 2022 majors
- Fewer than 9 degrees awarded in 2022/23
- Less than 40% of fall 2016 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 2022 Majors or 2022/23 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 definition:

*If you click Yes, only programs from last year will appear, indicating whether or not they would be flagged this year—right-hand column will indicate the year program was last reviewed.

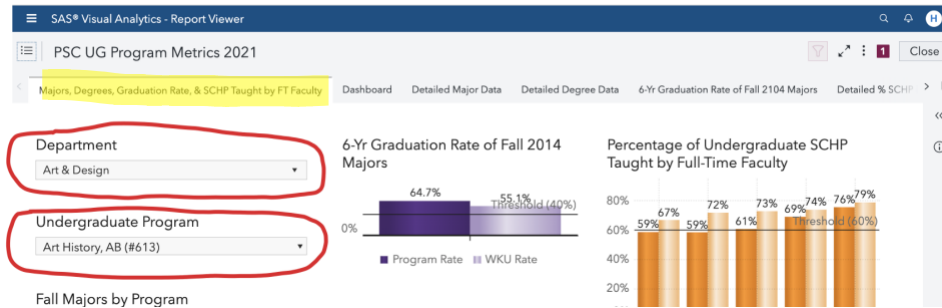
Note: you can sort by clicking top column header, i.e., Department, Program, etc.)

- 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!

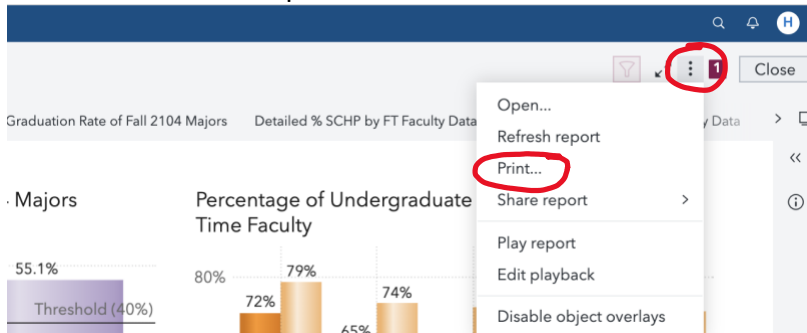
To learn more the meaning of thresholds and different flag types, visit the [PSC FAQ Page](#).

Saving the PSC Data Page for your PSC Self-Study

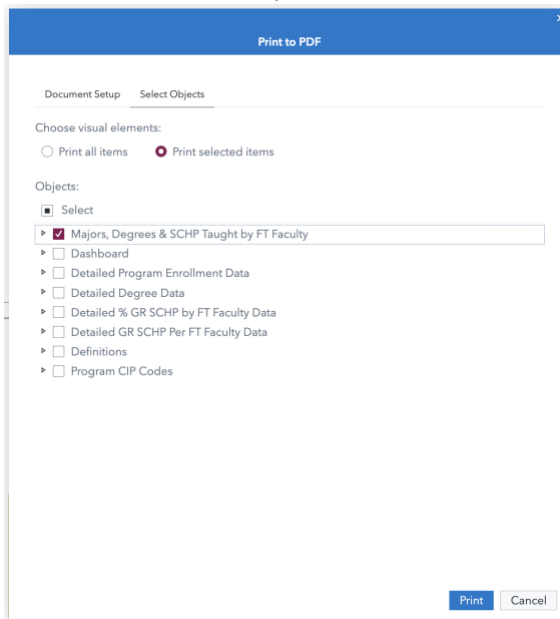
1. Navigate back to Majors, Degrees, Graduation Rate, SCHP Taught by FT Faculty page by clicking on that tab at the top of the page. It's the first one. Make sure your department and program are the ones listed in the drop-down menus.



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.