



KWANTLEN
POLYTECHNIC
UNIVERSITY

Program Review Guide #3: Self-Study Data

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1. Introduction

KPU's Program Review process is designed to be informed by quantitative and qualitative data. OPA will provide the Program Review Team, i.e., the team of faculty members conducting the review, with a standard set of administrative data, and will administer surveys to obtain feedback from students, alumni, faculty, and discipline/sector representatives.¹

The Self-Study Guide (Guide #4) identifies how each piece of data can be used to address specific program review questions. This guide (Guide #3: Self-Study Data) provides more information about the data itself.

The administrative data and survey results are provided to the Program Review Team already formatted for inclusion as appendices to the Self-Study Report. The Program Review Team should refer to the appropriate data in the Self-Study Report as they develop evidence-based conclusions and recommendations.

2. The Data Collection Process

The Data Collection phase for the Self-Study Report begins right after the Curriculum Review phase is completed and should take about 2 months.

Step 1: Administrative data report is prepared by OPA towards the end of Phase 2: Curriculum Review. For open-intake programs, students may not yet be declared into the program. For some programs, declaration isn't required until students apply to graduate. For others, declaration may not happen until well into their second year of the program. For these reasons, it can be challenging to identify the students in the program. Hence, for open-intake programs, OPA will first meet with the Program Review Team to identify core courses that can be used to identify non-declared students who are pursuing the program.

Step 2: The Program Review Team reviews the administrative data report and determines whether additional administrative data is needed. OPA is available to provide additional data, where feasible. Sometimes OPA conducts customized analysis to address program-specific needs, but this takes time and so requests should be made to the Manager, Quality Assurance as early as possible.

Step 3: In preparation for the survey launch, the Program Review Team:

- provides the Manager, Quality Assurance with program learning outcomes;
- also provide the list of faculty members and discipline/sector representatives to be surveyed; and
- reviews the standard survey questions that are provided in this guide (Guide #3: Self-Study Data) and determines whether there is additional information to collect through the surveys.

Step 4: If the Program Review Team identifies that additional information is needed, they provide the Manager, Quality Assurance with the type of information required and how this information will be used. OPA translates the information into questions appropriate for the surveys, determines where to place them in the surveys and seeks feedback from the Program Review Team. So that the surveys aren't too long, all new questions should be considered carefully to ensure they will provide valuable data relevant to program review.

Step 5: OPA administers the surveys. During the survey period of three weeks, recipients receive three reminders and the Program Review Team receives weekly response rate updates.

Step 6: OPA prepares reports of the survey results, formatted for inclusion in the Self-Study Report appendices,

¹ Community partners, industry experts, employers of graduates, and program advisory committee members are the discipline/sector representatives.

shares them with the Program Review Team, and provides assistance with interpretation of the results, if needed.

3. Administrative Data

The administrative data report, prepared by OPA, includes the following information for chapters 3 and 4 of the Self-Study Report:

For Chapter 3, Program Relevance and Demand – 3.3. Student Demand:

- demographic profile of program students;
- course and program headcounts for the past five years;
- number of students enrolled in similar programs at other BC public post-secondary institutions;
- waitlist trends for required courses in the program, if applicable.
- filled seats in program courses for the past four years;
- cost structure of the program;

For Chapter 4, Effectiveness of Instructional Delivery – 4.1. Instructional Design Delivery of the Curriculum:

- graduate assessment of the program from BC Student Outcomes Survey including comparison data for similar programs in BC.

For Chapter 4, Effectiveness of Instructional Delivery – 4.2. Student Success:

- grade distributions including mean grades, DFW² and repeat rates in the program and across the Faculty;
- graduate headcounts and median years taken to graduate;
- retention to second year and leaver rates, where available;
- graduate employment outcomes from BC Student Outcomes Survey including comparison data for similar programs in BC.

Sections of the Self-Study Report where the results should be reported are highlighted throughout the administrative data report. Glossary and footnotes provide important information about the data sources and definitions.

4. Surveys

The program review surveys include the standard questions that should be asked of students, alumni, faculty, and discipline/sector to address the issues to be covered in the Self-Study.

4.1. Student Survey

The student survey is designed to gather student feedback about various aspects of the program including the relevance and currency of the curriculum, instructional delivery, and services, resources, and facilities, and their overall educational experience.

The student survey also includes several open-ended questions to gather input on the strengths of the program and areas for improvement.

Please refer to Appendix A for the list of standard questions in the student survey.

² DFW rate is the percentage of students who either received a grade of D or F, or withdrew from the course.

4.2. Alumni Survey

The alumni survey gathers feedback on how the program prepared the alumni for their career and/or further education, and what was missing, if any, from the program given their experience in the labour market. It provides graduates with the opportunity to share their feedback on the quality of their education and their post-graduation employment and/or further studies, which then helps Program Review Teams to determine what is needed to improve the KPU experience for future students.

The alumni survey also includes open-ended questions to gather feedback on the strengths of the program and areas for improvement.

Please refer to Appendix B for the list of standard questions in the alumni survey.

4.3. Faculty Survey

The faculty members are surveyed to reflect on the program and gather their feedback about various aspects of the program including the relevance and currency of the curriculum, instructional delivery, and services, resources, and facilities.

The faculty survey also includes several open-ended questions to gather input on strengths and areas for improvement.

Please refer to Appendix C for the list of standard questions in the faculty survey.

4.4. Discipline/Sector Survey

Community partners, industry experts, employers of graduates, and program advisory committee members identified by the program receive the discipline/sector survey. The purpose of the discipline/sector survey is to gather feedback on whether the program's curriculum is reflective of the needs of the discipline/sector and responsive to the changes over time.

The discipline/sector survey includes open-ended questions to gather feedback on strengths of the program and areas for improvement from the discipline/sector representatives who are familiar with the program.

Please refer to Appendix D for the list of standard questions in the discipline/sector survey.

Appendix A: Student Survey Standard Questions

Survey Invite:

Dear [Name],

KPU's [Program Name] program is undergoing a review. Because you have taken courses in the program, we would appreciate your feedback about the program. Your input is extremely valuable and will be used to make program improvements.

This survey will take approximately 15 minutes to complete and includes opportunities to provide comments. Your participation is voluntary and you may skip any question you do not wish to answer.

Please complete the survey by [Date]. Only KPU's Program Review staff handle the data collected. Your feedback will be anonymous and there will be no way for the program faculty to know what you said. Aggregate data will be reported, along with verbatim comments.

If you have any questions or concerns about this survey, please contact [Research Analyst Name] at [Research Analyst Email].

Survey Questions:

Sections of the Self-Study Report where the results should be reported are highlighted throughout. The highlighted statements and phrases in brackets are not shown in the actual surveys.

QUESTIONS ON CHAPTER 3: PROGRAM RELEVANCE AND DEMAND

Who takes the program?

Your Program

1. Which of the following credentials are you working towards at KPU? Please select all that apply. *(For non-cohort-based programs - only relevant credentials should be included)*
 - Graduate Certificate in [Program Name]
 - Post-Baccalaureate Diploma in [Program Name]
 - Bachelor's degree: Major in [Program Name]
 - Bachelor's degree: Minor in [Program Name] Ask next question
 - Associate of [Faculty Name] in [Program Name]
 - Diploma in [Program Name]
 - Certificate in [Program Name]
 - None of the above
 - Don't know
2. How many credits have you completed in [Program Name] program? *(response categories are customized depending on the length of the program)*
 - less than 30 credits
 - between 30 and 60 credits
 - More than 60 credits

Reasons for Taking the Program

3. What was your main reason for enrolling in the **[Program Name]** program? *(For non-cohort-based programs, asked to those who select a credential in Q1)*
- To prepare for a specific career or job
 - To improve my job prospects and/or earning potential
 - To prepare to transfer to another institution
 - To qualify for graduate studies
 - To qualify for the Post-Graduation Work Permit program *(for international students only)*
 - Other, please specify _____

Are the program learning outcomes relevant to the current needs of the discipline/sector?

Program Relevance

The program curriculum is the academic content taught in a specific program.

4. Thinking of KPU's **[Program Name]** program as a whole, to what extent do you agree that the program's curriculum is relevant to your career goals?
- Strongly disagree
 - Somewhat disagree
 - Neither agree nor disagree
 - Somewhat agree
 - Strongly agree
5. Overall, how satisfied are you with the curriculum of KPU's **[Program Name]** program?
- Very dissatisfied
 - Somewhat dissatisfied
 - Neither satisfied nor dissatisfied
 - Somewhat satisfied
 - Very satisfied
6. Thinking of KPU's **[Program Name]** program's curriculum as a whole, please indicate the strengths of the program.
- _____
7. Thinking of KPU's **[Program Name]** program's curriculum as a whole, please provide suggestions you have for improvement.
- _____
8. What topics, if any, are missing from the program?
- _____

QUESTIONS ON CHAPTER 4: EFFECTIVENESS OF INSTRUCTIONAL DELIVERY

Instructional Design and Delivery

When responding to questions about the quality of the education you have received, please refer to the program as a whole **without specifying the names of individual instructors or courses**.

Are appropriate opportunities provided to help students acquire the PLOs?

9. Program Learning Outcomes are statements that describe the knowledge and skills students will have upon completion of a program. To what extent are the courses you are taking for KPU’s **[Program Name]** program helping you develop each of the following learning outcomes? *(Results can be cross-tabulated by Q1 or Q2)*

	Not at all	A small extent	A moderate extent	A large extent
Program Learning Outcome 1				
Program Learning Outcome 2				
Program Learning Outcome 3				
Program Learning Outcome 4				

Are appropriate opportunities provided to help students acquire the essential skills?

10. To what extent are the courses you are taking for KPU’s **[Program Name]** program helping you develop each of the following essential skills? *(Results can be cross-tabulated by Q1 or Q2)*

	Not at all	A small extent	A moderate extent	A large extent
Writing clearly and concisely				
Speaking effectively				
Reading and comprehending material (appropriate to your field)				
Working effectively with others				
Analyzing and thinking critically				
Resolving issues or other problems				
Learning on your own				

Are appropriate work-integrated and/or community-engaged learning opportunities provided to help students acquire the learning outcomes?

11. To what extent do you agree that you have sufficient opportunities in the program to reinforce your learning through practical application of this learning? *(included if applicable to the program)*
- Strongly disagree
 - Somewhat disagree

- Neither agree nor disagree
- Somewhat agree
- Strongly agree

12. Were you involved in any of the following work-integrated and/or community-engaged learning opportunities? Select all that apply. *(included if applicable to the program -program should review the response options)*

- Practicum or clinical placement
- Co-op
- Work-integrated course project where you reinforce your learning through a practical application relevant to industry or a community partner. This includes service learning.
- Applied research projects
- Studio courses
- Lab courses

13. Indicate the extent the following learning opportunities contributed to your learning. *(included if applicable to the program)*

	Not at all	A small extent	A moderate extent	A large extent
Include the selections from previous question.				

Does the program design ensure students are prepared for subsequent courses? / Are students making satisfactory progress in the program?

14. Thinking of KPU's **[Program Name]** program as a whole, please indicate your agreement with the following. *(the last two items are for non-cohort-based programs only)*

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
The prerequisites offered prepare me for more advanced courses.					
I am able to take the prerequisite courses when I need them					
The range of courses offered each term is adequate.					

Does the instruction meet the needs of diverse learners?

15. Thinking of how the program is delivered, please indicate your agreement with the following.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
My instructors accommodate my learning needs.					
My instructors present the course materials effectively.					
My instructors are up-to-date on current developments in the discipline/sector.					
My instructors ensure students' emotional safety in the learning environment.					
My instructors ensure students' physical safety in the learning environment.					

16. Overall, how satisfied are you with the instruction you have received in KPU's **[Program Name]** program?

- Very dissatisfied
- Somewhat dissatisfied
- Neither satisfied nor dissatisfied
- Somewhat satisfied
- Very satisfied

17. Thinking of how instruction is delivered across the program as a whole, please indicate the strengths of the program instruction.

18. Thinking of how instruction is delivered across the program as a whole, please provide suggestions you have for improvement in program instruction.

Do the assessment methods allow students to demonstrate the extent to which they have achieved the learning outcomes?

19. Thinking of how learning is assessed in the program as a whole, indicate your agreement with the following.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I receive clear information on how I will be evaluated.					
The range of assessments lets me demonstrate what I have learned.					
The assessment standards are consistent throughout the program.					
My instructors provide useful feedback.					

QUESTIONS ON CHAPTER 5: RESOURCES, SERVICES AND FACILITIES

Program Resources, Services and Facilities

Does the program have the library and learning resources needed to deliver the curriculum?

20. How satisfied are you with the following library resources as they apply to KPU's [Program name] program? *(program decides whether to add or remove items)*

	Have not used	Very dissatisfied	Somewhat dissatisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Very satisfied
Availability of audio-visual and computer equipment						
Books						
eBooks						
Online resources - journal articles, etc.						
Print periodicals, journals, etc.						
Study guides						
DVDs/streaming video on program-related topics						
Librarian support for program-related research						
Library orientation						

Does the program have the specialized technology needed to deliver the curriculum? *(included only if the if the program has specialized technology)*

21. How satisfied are you with the following specialized technology as they apply to KPU's **[Program Name]** program?

Does the program have the facilities needed to deliver the curriculum? *(included only if the program has specialized facilities)*

22. How satisfied are you with the following facilities as they apply to KPU's **[Program Name]** program?

Does the program have the support services needed to deliver the curriculum?

23. How satisfied are you with the following as they apply to KPU's **[Program Name]** program?

	Have not used	Very dissatisfied	Somewhat dissatisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Very satisfied
Availability of required texts at the KPU bookstore						
Advising Services						
Career Services						
Accessibility Services						

Thank you very much for your feedback! Your participation is greatly appreciated and will go a long way towards strengthening KPU's **[Program Name] program.**

Appendix B: Alumni Survey Standard Questions

Survey Invite:

Dear [Name],

KPU's [Program Name] program is undergoing a review. Because you are a program alumnus, we would appreciate your feedback about how well the program prepared you for work or further study. Your input is extremely valuable and will help facilitate program improvements.

This survey will take approximately 10-15 minutes to complete and includes opportunities to provide comments. Your participation is voluntary and you may skip any question you do not wish to answer.

Please complete this survey by [Date]. Only KPU's Program Review staff handle the data collected. Your feedback will be anonymous and there will be no way for the program faculty to know what you said.. Aggregate data will be reported, along with verbatim comments.

If you have any questions or concerns about this survey, please contact [Research Analyst Name] at [Research Analyst Email].

Survey Questions:

Chapters of the Self-Study Report where the results should be reported are highlighted throughout. The highlighted statements and phrases in brackets are not shown in the actual surveys.

1. When did you complete KPU's [Program Name] program? *(program decides how far to go back – major revisions, if any, should be taken into consideration)*
 - 2021
 - 2020
 - 2019
 - 2018
 - 2017

QUESTIONS ON CHAPTER 3: PROGRAM RELEVANCE AND DEMAND

Program Relevance

Are the program learning outcomes relevant to the current needs of the discipline/sector?]

2. Program Learning Outcomes are statements that describe the knowledge and skills students will have upon completion of a program. Please indicate how relevant each of the following Program Learning Outcomes was to your career goals.

	Not at all relevant	Slightly relevant	Somewhat relevant	Very relevant
Program Learning Outcome 1				
Program Learning Outcome 2				
Program Learning Outcome 3				
Program Learning Outcome 4				

3. The program curriculum is the academic content taught in a specific program. Overall, how satisfied are you with the curriculum of KPU's **[Program Name]** program?
 - Very dissatisfied
 - Somewhat dissatisfied
 - Neither satisfied nor dissatisfied
 - Somewhat satisfied
 - Very satisfied

4. Thinking of KPU's **[Program Name]** program's curriculum as a whole, please indicate the strengths of the program.

5. Thinking of KPU's **[Program Name]** program's curriculum as a whole, please provide any suggestions you have for improvement.

6. What topics, if any, were missing from the program?

QUESTIONS ON CHAPTER 4: EFFECTIVENESS OF INSTRUCTIONAL DELIVERY

Instructional Design and Delivery

When responding to questions about the quality of the education you have received, please refer to the program as a whole **without specifying the names of individual instructors or courses**.

Are appropriate opportunities provided to help students acquire the PLOs?

7. To what extent did KPU's **[Program Name]** program help you develop each of the following Program Learning Outcomes?

	Not at all	A small extent	A moderate extent	A large extent
Program Learning Outcome 1				
Program Learning Outcome 2				
Program Learning Outcome 3				
Program Learning Outcome 4				

Are appropriate opportunities provided to help students acquire the essential skills?

8. To what extent did KPU's **[Program Name]** program help you develop each of the following essential skills?

	Not at all	A small extent	A moderate extent	A large extent
Writing clearly and concisely				
Speaking effectively				
Reading and comprehending				

material (appropriate to your field)				
Working effectively with others				
Analyzing and thinking critically				
Resolving issues or other problems				
Learning on your own				

Are appropriate work-integrated and/or community-engaged learning opportunities provided to help students acquire the learning outcomes?

9. To what extent do you agree that you had sufficient opportunities in the program to reinforce your learning through practical application of this learning? *(included if applicable to the program)*
- Strongly disagree
 - Somewhat disagree
 - Neither agree nor disagree
 - Somewhat agree
 - Strongly agree
10. Were you involved in any of the following work-integrated and/or community-engaged learning opportunities? Select all that apply. *(included if applicable to the program - program should review the response options)*
- Practicum or clinical placement
 - Co-op
 - Work-integrated course project where you reinforce your learning through a practical application relevant to industry or a community partner. This includes service learning
 - Applied research projects
 - Studio courses
 - Lab courses
11. Indicate the extent the work-integrated and/or community-engaged learning opportunities contributed to your learning. *(included if applicable to the program)*

	Not at all	A small extent	A moderate extent	A large extent
Include the selections from previous question.				

Does the program design ensure students are prepared for subsequent courses?/Are students making satisfactory progress in the program?

12. Thinking of KPU's [Program Name] program as a whole, please indicate your agreement with the following. *(the last two items are for non-cohort-based programs only)*

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
The prerequisites offered prepared me for more advanced courses.					
I was able to take the prerequisite courses when I needed them					
The range of courses offered each term was adequate.					

Does the instruction meet the needs of diverse learners?

13. Overall, how satisfied are you with the instruction you have received in KPU's [Program Name] program?

- Very dissatisfied
- Somewhat dissatisfied
- Neither satisfied nor dissatisfied
- Somewhat satisfied
- Very satisfied

14. Thinking of how instruction is delivered across the program as a whole, please indicate the strengths of the program instruction.

15. Thinking of how instruction is delivered across the program as a whole, please provide any suggestions you have for improvement in program instruction.

Do the assessment methods allow students to demonstrate to what extent they have achieved the learning outcomes?

16. Thinking of how learning is assessed in the program as a whole, indicate your agreement with the following.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I received clear information on how I would be evaluated.					
The range of assessments let me demonstrate what I had learned.					
The assessment standards were consistent throughout the program.					

My instructors provided useful feedback.					
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Are graduates of the program successful?

Further Education

17. Have you pursued further education since completing KPU's **[Program Name]** program?
 - Yes [ask Q18-20]
 - No [skip to Employment section]

18. Please list the name of the program and the institution where you enrolled after completing KPU's **[Program Name]** program.

19. What is the highest credential you have earned or are currently pursuing since completing KPU's **[Program Name]** program?
 - Diploma
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Professional designation (please specify)
 - Other (please specify)

20. To what extent do you agree that the KPU's **[Program Name]** program prepared you well for further education?
 - Strongly disagree
 - Somewhat disagree
 - Neither agree nor disagree
 - Somewhat agree
 - Strongly agree

Employment

21. Are you currently employed in a field related to what you studied at KPU?
 - Yes [ask Q23-25]
 - No [ask Q22]

22. Were you previously employed in a field related to what you studied at KPU?
 - Yes [ask Q26-27]
 - No [skip to Alumni Relations section]

23. Which of the following best describes your current employment situation?
 - In a full-time regular position
 - In a part-time regular position
 - In a contract position
 - In a casual or temporary position

24. *(Optional – program decides whether to ask)* What is your position/role/job title?

25. *(Optional – program decides whether to ask)* Could you specify the organization where you are currently employed? This information will help us better determine KPU graduates' career trajectories.

26. Which of the following best describes your employment situation?

- Full-time regular position
- Part-time regular position
- Contract position
- Casual or temporary position

27. *(Optional – program decides whether to ask)* What was your position/role/job title?

28. Based on your experience since graduating, to what extent do you agree that the program prepared you well for an entry-level job in the industry?

- Strongly disagree
- Somewhat disagree
- Neither agree nor disagree
- Somewhat agree
- Strongly agree

29. Please identify the skills/knowledge area(s) you felt were missing for an entry-level job in your industry.

Does the program have the connections to the discipline/sector to remain current?]

Alumni Connections

30. Please indicate the extent you agree with the following statements:

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
The program provided me with opportunities to develop connections with industry/potential employers.					
I am provided with opportunities to stay connected to the [Program Name] program?					

31. What can the program do to build better connections with alumni?

KPU's **[Program Name]** program would like to keep in closer touch with alumni, share news, send invitations to special events and provide information about other networking opportunities.

If you would like to be part of a KPU **[Program Name]** Alumni group, please provide your email address. This information will be separated from your survey responses and sent to the program in a separate link so they will remain anonymous.

Thank you very much for your feedback! Your participation is greatly appreciated and will go a long way towards strengthening KPU's [Program Name] program.

Appendix C: Faculty Survey Standard Questions

Survey Invite:

Dear [Name],

KPU's [Program Name] program is undergoing review. Because you teach courses in the program, we would appreciate your feedback about how well the program is preparing students for employment and/or further study. Your input is extremely valuable and will help facilitate program improvements.

This survey will take approximately 15-20 minutes to complete and includes opportunities to provide comments. Your participation is voluntary and you may skip any question you do not wish to answer.

Please complete this survey by [Date]. Only KPU's Program Review staff handle the data collected. Your feedback will be anonymous and there will be no way for the program to attribute it to you. Aggregate data will be reported, along with verbatim comments.

If you have any questions or concerns about this survey, please contact [Research Analyst Name] at [Research Analyst Email].

Survey Questions:

Chapters of the Self-Study Report where the results should be reported are highlighted throughout. The highlighted statements and phrases in brackets are not shown in the actual surveys.

QUESTIONS ON CHAPTER 3: PROGRAM RELEVANCE AND DEMAND

Program Relevance

Are the program learning outcomes relevant to the current needs of the discipline/sector?

1. Thinking of KPU's [Program Name] program as a whole, indicate the extent you agree with the following.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
Program curriculum is relevant to the needs of the discipline/sector.					
The program prepares students for a career in the discipline/sector.					
The program prepares students for further education in the field.					

2. Please indicate how relevant each of the following Program Learning Outcomes to the current needs of the discipline/sector.

	Not at all relevant	Slightly relevant	Somewhat relevant	Very relevant
Program Learning Outcome 1				
Program Learning Outcome 2				
Program Learning Outcome 3				
Program Learning Outcome 4				

3. Overall, how satisfied are you with KPU's **[Program Name]** program curriculum?

- Very dissatisfied
- Somewhat dissatisfied
- Neither satisfied nor dissatisfied
- Somewhat satisfied
- Very satisfied

4. Thinking of KPU's **[Program Name]** program's curriculum as a whole, please indicate the strengths of the program.

5. Thinking of KPU's **[Program Name]** program's curriculum as a whole, please provide any suggestions you have for improvement.

QUESTIONS ON CHAPTER 4: EFFECTIVENESS OF INSTRUCTIONAL DELIVERY

Instructional Design and Delivery

Are appropriate opportunities provided to help students acquire the PLOs?

6. To what extent is KPU's **[Program Name]** program helping students develop the following Program Learning Outcomes?

	Not at all	A small extent	A moderate extent	A large extent
Program Learning Outcome 1				
Program Learning Outcome 2				
Program Learning Outcome 3				
Program Learning Outcome 4				

Are appropriate opportunities provided to help students acquire the essential skills?

7. To what extent is KPU's **[Program Name]** program helping students develop the following essential skills?

	Not at all	A small extent	A moderate extent	A large extent
Writing clearly and concisely				
Speaking effectively				
Reading and comprehending material (appropriate to your field)				
Working effectively with others				
Analyzing and thinking critically				
Resolving issues or other problems				
Learning on your own				

Does the program design ensure students are prepared for subsequent courses?

8. Thinking of KPU's **[Program Name]** program as a whole, to what extent do you agree that the prerequisites offered prepare students for more advanced courses?

- Strongly disagree
- Somewhat disagree
- Neither agree nor disagree
- Somewhat agree
- Strongly agree

Does the instruction meet the needs of diverse learners?

9. Thinking of how the program's courses are delivered, please indicate your agreement with the following.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
Multiple learning modalities are accommodated.					
The delivery of the curriculum is effective.					
Course materials reflect current developments in the discipline/sector.					
Instructors ensure students' emotional safety in the learning environment.					
Instructors ensure students' physical safety in the learning environment.					

10. Overall, how satisfied are you with the quality of instruction across the program?
- Very dissatisfied
 - Somewhat dissatisfied
 - Neither satisfied nor dissatisfied
 - Somewhat satisfied
 - Very satisfied
11. Thinking of how instruction is delivered across the program as a whole, please indicate the strengths of the program instruction.
-

12. Thinking of how instruction is delivered across the program as a whole, please provide any suggestions you have for improvements in program instruction.

Do the assessment methods allow students to demonstrate to what extent they have achieved the learning outcomes?

13. Thinking of how learning is assessed in the program courses you teach, indicate your agreement with the following.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
Assessment methods align with program learning outcomes.					
The range of assessments let students demonstrate what they have learned.					
Students are provided clear information on how they will be evaluated.					
The assessment standards are consistent throughout the program.					

QUESTIONS ON CHAPTER 5: RESOURCES, SERVICES AND FACILITIES

Program Resources, Services and Facilities

Does the program have the library and learning resources needed to deliver the curriculum?]

14. How well are the following library resources meeting the program’s needs? (*program decides whether to add or remove items*)

	Have not used	Not at all	Somewhat well	Very well	Extremely well

Availability of audio-visual and computer equipment					
Books					
eBooks					
Online resources - journal articles, etc.					
Print periodicals, journals, etc.					
Study guides					
DVDs/streaming video on program-related topics					
Librarian support for program-related research					
Library orientation					

Does the program have the specialized technology needed to deliver the curriculum? *(included only if the program has specialized technology)*

15. How well are the following specialized technologies meeting the program's needs?

Does the program have the facilities needed to deliver the curriculum? *(included only if the program has specialized facilities)*

16. How well are the following facilities meeting program's needs?

Does the program have the support services needed to deliver the curriculum?

17. How well are the following services meeting the program's needs? *(program decides whether to add or remove items)*

	Have not used/Don't know	Not at all	Somewhat well	Very well	Extremely well
Availability of required texts at the KPU bookstore					
Advising Services					
Career Services					
Accessibility Services					

Thank you very much for your feedback! Your participation is greatly appreciated and will go a long way towards strengthening KPU's [Program Name] program.

Appendix D: Discipline/Sector Survey Standard Questions

Survey Invite:

Dear [Name],

KPU's [program name] program is undergoing a review. As a member of the discipline/sector, we would appreciate your feedback about how well this program is preparing students for employment and further study. Your input is extremely valuable and will enable program improvements.

This survey will take approximately 10-15 minutes to complete and includes opportunities to provide comments. Your participation is voluntary and you may skip any question you do not wish to answer. Only KPU's Program Review staff handle the data collected. Your feedback will be anonymous, and there will be no way for the program to attribute it to you. Aggregate data will be reported, along with verbatim comments.

Please complete this survey by **[survey end date]**.

If you have any questions or concerns about this survey, please contact [research analyst] at [email address].

Survey Questions

Chapters of the Self-Study Report where the results should be reported are highlighted throughout. The highlighted statements and phrases in brackets are not shown in the actual surveys.

About Your Organization/Role

1. Which sector best describes your organization/business? Select all that apply.
 - Sector 1
 - Sector 2
 - Sector 3
 - Sector 4
 - Sector 5
 - Other. Please specify _____

2. What is your current job title/role?

3. How familiar are you with KPU's **[Program Name]** program?
 - Not at all familiar [skip next question]
 - Slightly familiar [skip next question]
 - Moderately familiar
 - Very familiar

4. When you think about KPU's **[Program Name]** program, what are the top three characteristics that come to mind?
Characteristic #1 _____
Characteristic #2 _____
Characteristic #3 _____

QUESTIONS ON CHAPTER 3: PROGRAM RELEVANCE AND DEMAND

Program Relevance

Are the program learning outcomes relevant to the current needs of the discipline/sector?

5. Considering the needs and expectations of your organization, how important is it for an entry-level employee to be able to demonstrate the following?

	Not at all important	Somewhat important	Very important	Essential
Program Learning Outcome 1				
Program Learning Outcome 2				
Program Learning Outcome 3				
Program Learning Outcome 4				

6. What other skills, training or knowledge should an entry-level applicant have to be hired into your organization?
-

7. What are the emerging trends in the sector that KPU **[Program Name]** students should be prepared for? These trends might include technology, sustainability, and innovation. Please be as specific as you are able to.
-

QUESTIONS ON CHAPTER 4: EFFECTIVENESS OF INSTRUCTIONAL DELIVERY

Career and Further Education Preparedness

Are graduates of the program successful?

8. Which of the following best describes your previous experience with students and/or alumni in KPU's **[Program Name]** program? Please select all that apply. *(included if applicable to the program) (programs should review response options)*
- I have hosted KPU [Program Name] co-op, practicum or internship students. [ask Q9 and Q12]
 - I have worked with KPU students on class projects. [ask Q10 and Q12]
 - I have hired KPU [Program Name] alumni to work in my organization. [Skip to Program's Connections section]
 - I have worked with KPU [Program Name] alumni. [ask Q11 & Q12]
 - None of the above [Skip to Program's Connections section]
9. Based on your experience, how prepared were KPU's **[Program Name]** co-op, practicum or internship students to work in your organization?
- Not at all prepared
 - Somewhat prepared
 - Very well prepared
 - Extremely well prepared

10. Based on your experience, how prepared were the KPU **[Program Name]** students you worked with on class projects?
- Not at all prepared
 - Somewhat prepared
 - Very well prepared
 - Extremely well prepared
11. Based on your experience, how prepared were KPU's **[Program Name]** alumni to work in your organization?
- Not at all prepared
 - Somewhat prepared
 - Very well prepared
 - Extremely well prepared
12. Please comment on how well the program is preparing students for work.
-

QUESTIONS ON CHAPTER 3: PROGRAM RELEVANCE AND DEMAND

Program's Connections

Does the program have the connections to the discipline/sector to remain current?

13. How satisfied are you with the opportunities you have to stay connected to KPU's **[Program Name]** program?
- Very dissatisfied
 - Somewhat dissatisfied
 - Neither satisfied nor dissatisfied
 - Somewhat satisfied
 - Very satisfied
14. What can KPU's **[Program Name]** program do to build better connections with the discipline/sector?
-
15. Please rate your level of interest in participating in projects that connect program students with the industry or sector.
- Not at all interested [skip next question]
 - Somewhat interested
 - Very interested
16. Please share any project ideas you have to connect program students with the industry.
-

If you would like to explore partnership opportunities with KPU's **[Program Name]** program, or connect with KPU students for work placements or other activities related to this program, please provide your email address. This information will be separated from your survey responses and sent to the program in a separate link so your survey responses will remain anonymous.

Email address: _____

Thank you very much for your feedback! Your participation is greatly appreciated and will go a long way towards strengthening KPU's **[Program Name] program.**