## Outline of Certificate Self-Study Report (based on APR Internal Self-Study Report)

1. Description of the Certificate Program
2. Program Viability and Resources

* Cite enrollment figures since the inception of the IC.
* Evaluate the viability of the program in terms of state, regional and national needs. State what is unique about the JMU program. State how the program addresses specific needs for training of graduates at the state, regional, or national level. Discuss this in terms of placement of students and demand for students with specific types of training.
* Assess the size of the program regarding need for expansion or contraction. Discuss whether the program expects increasing or decreasing demand. Discuss demand for the program and placement of completers in the employment market.
* Discuss how resources have changed (increased, decreased or stayed the same) due to changes in enrollment. Discuss changes that have resulted from technology, for example, increase in classroom technology due to larger class sizes.
* Discuss strategies to improve the certificate program

1. Assessment of Student Learning Objectives

In conjunction with your academic unit assessment liaison and CARS assessment liaison, provide an interpretation of assessment findings about the quality of student learning in the program. Focus on interpretation of data and how the results were used. Discuss strengths and weaknesses of student progress on learning objectives. Discuss changes made, or being considered, to the program based on assessment results. Discuss the quality of the program’s assessment activities, including strengths and weaknesses of assessment Tools used by the program.

1. State the JMU STAR Tool objective, if any.