

PROGRAM HEALTH CHECKS

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Program Health Checks are made to support growth and refinement in existing programs by providing faculty with data about student demand, competitive landscape, and the rapidly changing workforce. Above all else, our Program Analytics team is here to provide support for your college and department.

2023 Health Check Process

Context Notes

- Optional and Encouraged: Chairs/faculty submit any context notes via the [Program Context Survey](#) describing relevant nuances of program missions, curriculum, career paths, etc. that would help identify the target workforce for accurate market analyses

Initial Baselines Reports & Summary

- Program Analytics team pulls Health Check data and creates a Baseline report for each program outlining competitive landscape, workforce trends, and internal metrics
- Program Analytics creates Health Check Summary for the College outlining key points per program
- Health Check Baseline reports and Summary are made available to Deans and Chairs [on the T-Drive](#)

Dept Chairs Review Initial Baselines & Provide Notes

- Chairs review the Health Check Baselines for their programs, using prompts/suggested questions provided by the Program Analytics team
- Chairs communicate (via email or meeting with Program Analytics team) any questions or concerns about the data; necessary edits, if applicable, are made to Baseline report(s)
- Chairs provide their notes (responses, actions, reflections, etc. about the Health Check data) via email to Program Analytics team, which are added to the Health Check Summary

College Leadership Meeting & Dean's Office Notes

- The Health Check Summary updated with Chair's notes is provided to College Dean(s) for their review and notes (responses, actions, reflections, etc. about the Health Check data)
- Program Analytics team schedules a meeting with College Dean(s) to discuss their notes, ask any questions, and/or request additional analytic support moving forward (Deans may invite any additional stakeholders to the meeting)
- Dean finalizes notes and sends via email to Program Analytics team, which are added to the Health Check Summary

Executive Summary & Provost Meeting

- Program Analytics sends the final Health Check Summary to AVP of Academic Affairs for review
- AVP of Academic Affairs schedules a debrief meeting with the Provost, Deans, and Program Analytics to discuss the findings from this Health Check process and next steps for the College

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Note: The Program Analytics team facilitates this process via email with respective Chairs and Deans. Although a suggested timeline is proposed, this Health Check process is supplemental, therefore dates/deadlines for Chair and Deans' review notes can vary, to acknowledge Colleges' priorities for internal projects and assigned duties.

Program Health Check Timeline

2022 Cycle: Trial, Feedback, Redesign				
August → November		Health Check Trial and Feedback		
November → December		<div>- Process Re-Design from Feedback</div> <div>- Website/Resources</div> <div>- Schedule Meeting Dates with Colleges</div> <div>- Start Occupational Mapping for CHSS</div>		
2023 Cycle: Establish Health Check Baselines				
College	Optional Program/Dept Notes Deadline Initial Baseline Data Pull Begins	Email & Provide Initial Baselines on or before:	College Leadership Meeting	Finalize Baselines & College Summary for Executive Review + Follow-up on additional in-depth analytics, if requested
CHSS	January 9	Jan 31	February XX	March
COHS	March 1	Mar 31	April XX	May
CAM	May 1	May 31	June XX	July
COBA	July 1	July 31	August XX	September
COM	July 1	July 31	August XX	September
COED	September 1	Sept 30	October XX	November
COSET	November 1	Nov 30	December XX	January '24
COCJ	November 1	Nov 30	December XX	January '24
2024 Cycle: Debrief of Health Check Baselines & Future Planning				
Spring	<div>- 2023 Health Check Debrief/Feedback with Colleges and Administration</div> <div>- Health Check Data Seminars (use-cases/examples: how college leadership used the data)</div> <div>- Process Revisions, if necessary</div>			
Summer	Establish Rotational Schedule			
Fall	TBD			
2025 Cycle: TBD				
TBD	TBD			

Program Health Check Metrics

The Health Check process is not limited to a data pull and is not meant to be an evaluation. We believe that Program Health Checks at SHSU should include context and insight from faculty, department chairs, and academic deans in order to provide a full picture necessary for effective strategic planning.

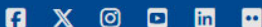
In 2023, a Health Check Baseline will be established for each program. This baseline will include data highlights that have been most helpful for colleges' strategic planning in the past.

Metric	Data Examples
<i>Internal Program Vitals</i>	<ul style="list-style-type: none"> Racial and Gender Diversity Enrollment, Graduate, and Retention Trends Student Migration (in/out of program) Student to Instructional Staff Ratio*
<i>Internal Course Vitals</i>	<ul style="list-style-type: none"> Drop, Fail, Withdrawal Rates Course Completion Rates* Intercurricular Dependencies*
<i>Alumni Profile Analytics*</i>	<ul style="list-style-type: none"> Top Cities and States Top Companies Top Occupations and Job Titles Top Schools Top Skills/Qualifications/Certifications
<i>Competitive Landscape Vitals</i>	<ul style="list-style-type: none"> Top Peer/Competitor Programs in the Region Online (distance) vs. Face-to-Face Programs Offered Completion/Graduate Trends and YOY Growth % Enrollment Trends Market Share
<i>Workforce Vitals</i>	<ul style="list-style-type: none"> Target Occupation Data and Job Posting Analytics Target Workforce Demand and Projections Job Count, Growth %, Annual Openings Demographics (Gender, Age, Race/Ethnicity) Job Posting Intensity (Workforce Demand) Top Posted Occupations and Job Titles Top Cities Posting Top Companies Posting Skills/Qualifications/Certificates in Demand Skill Gaps in the Labor Market
<i>Rank as a Talent Provider</i>	Top regional institutions supplying the program's target occupations, and SHSU's program's rank in that labor market.

*Upon Request



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Annual Security & Fire Report (Clery Act)
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Online Institutional Resumes
Governor's Committee on People with Disabilities
Where the Money Goes
Texas CREWS
Public Access to Course Information
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