

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.