

**American University of Armenia**

**Capacity and Preparatory Review:  
Part 2 – Required Data Portfolio  
Web Version**

**(Omitting Proprietary Financial Data)**

**Submitted to WASC**

**November 16, 2011**

By AUA WASC Steering Committee

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## SUMMARY DATA

**Institution:** American University of Armenia

### Finances:

1. **Total Annual Operating Budget<sup>1</sup>:** \$4,762,000
2. **Percentage from tuition and fees:** 22%<sup>2</sup>
3. **Endowment:** \$11,756,450 (as at Dec 31, 2010) (excluding endowment held by AGBU in the name of AUA)

### Governing Board:

1. Size: 22
2. Meetings a year: 3

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<sup>1</sup> Data Submitted for 2011 Fiscal Year

<sup>2</sup> For academic programs and Extension program

**FOR GRADUATE PROGRAMS:**

**Enrollment in each program level by Ethnicity and Gender.**

Table 1: Current Student Demographics (2011-2012, Fall Quarter as of end of add/drop period)

Enrollment by Category	Total FTE of Students*	Total Headcount Students	ROA Citizens	Non ROA Citizens	Of ROA Citizens		Of Total	
					Yerevan (capital)	Outside of Yerevan	Male	Female
Masters	357	379	341	38	285	56	107	272
Total	357	379	341	38	285	56	107	272
Enter percentage of total headcount for each category		379 (100%)	341 (90%)	38 (10%)	285 (84%)	56 (16%)	107 (28%)	272 (72%)

Table 2: Current Faculty (2011-2012, Fall Quarter)

		RoA		Non RoA	
Headcount	47	Male	Female	Male	Female
Full-Time	17	6	2	7	2
Part-Time as FTE	15	7.5	1.5	4	2
Total Faculty FTE	32	13.5	3.5	11	4

\* FTE is calculated by the following formula:  $FTE=FT + PT/2$

**American University of Armenia**

**PRESCRIBED EXHIBITS AND DATA DISPLAY**  
TO SUPPORT THE  
CAPACITY & PREPARATORY REVIEW

**NOVEMBER 16, 2011**

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<sup>1</sup> The academic year started in spring through 2008 with a phasing in of a fall start to the academic year in 2008. Data for 2006 – 2008 reflect spring enrollment. The academic year started in the fall beginning in 2009. Data for 2009 and beyond reflect fall enrollment.

CHART 1.1: ADMISSIONS ACTIVITIES BY LEVEL

These data are for first term

	2006 N (%)	2007 N (%)	2008 N (%)	2009 – 2010 N (%)	2010 – 2011 N (%)
<b>Master's</b>					
Number of applicants with complete credentials for admission to Master's programs	288	249	202	356	310
Number of applicants accepted for Master's programs (admitted/applied)	169 (58%)	135 (54%)	162 (83%)	265 (74%)	198 (63%)
Number of applicants actually enrolled in Masters' programs (enrolled/admitted)	138 (81%)	107 (79%)	122 (75%)	246 (92%)	179 (90%)
Yield (enrolled/applied) %	47%	42%	60%	69%	57%

## Chart 1.2: Preparation/Selectivity Levels of Entering Students

These data are for first term

	2006		2007		2008		2009 – 2010		2010 - 2011	
	Median Percentile	Range	Median Percentile	Range	Median Percentile	Range	Median Percentile	Range	Median Percentile	Range
<b>Test 1 TOEFL</b>										
<b>Required by all academic programs<sup>2</sup></b> Test 1 name: TOEFL	560	226	560	197	560	174	563	200	573	60
<b>Test 2:</b>										
<b>Students required to take either GRE or GMAT or LSAT depending on</b>										
<b>GRE</b>										
Verbal	N/A <sup>3</sup>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Quantitative	55	90	57	93	51	91	55	81	60	71
Analytical	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>GMAT</b>										
Verbal	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Quantitative	73	34	73	29	71	38	73.5	41	75	42
Analytical	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>LSAT</b>					8	43	8	43	12	6

<sup>2</sup> In 2009 AUA switched from paper-based to iBT TOEFL.

<sup>3</sup> N/A = Not applicable as only GRE and GMAT Quantitative scores are considered for admissions.



## Chart 1.3: Admission by Gender

These data are for First Term

	2006 N %	2007 N (%)	2008 N (%)	2009 – 2010 N (%)	2010 - 2011 N (%)
<b>Graduate Students<sup>4</sup></b>	288	249	202	356	310
Total Applicants					
Male	87 (30%)	71 (29%)	73 (36%)	103 (29%)	97 (31%)
Female	201 (70%)	178 (71%)	129 (64%)	253 (71%)	213 (69%)
Total Admitted	169	135	162	265	199
Male	47 (28%)	39 (28%)	60 (37%)	70 (26%)	62 (31%)
Female	122 (72%)	96 (71%)	102 (33%)	195 (74%)	137 (69%)
Total Enrolled (full and part time)	138	107	122	246	179
Male	43 (31%)	72 (67%)	44 (36%)	69 (28%)	55 (31%)
Female	95 (69%)	35 (33%)	78 (64%)	177 (72%)	124 (69%)

<sup>4</sup> Excludes non-degree students

## Chart 1.4: Admissions by Race/Ethnicity<sup>5</sup>

These data are for First Terms

	ROA Citizens	Non ROA Citizens	Total
<b>2006 N (%)</b>			
Total Applicants	259 (90%)	29 (10%)	288
Total Admits	149 (88%)	20 (12%)	169
Total Enrolled	125 (91%)	13 (9%)	138
<b>2007 N (%)</b>			
Total Applicants	236 (95%)	13 (5%)	249
Total Admits	124 (92%)	11 (8%)	135
Total Enrolled	98 (92%)	9 (8%)	107
<b>2008 N (%)</b>			
Total Applicants	186 (92%)	16 (8%)	202
Total Admits	146 (90%)	16 (10%)	162
Total Enrolled	115 (94%)	7 (6%)	122
<b>2009-2010 N (%)</b>			
Total Applicants	328 (92%)	28 (8%)	356
Total Admits	244 (92%)	21 (8%)	265
Total Enrolled	230 (93%)	16 (7%)	246
<b>2010-2011 N (%)</b>			
Total Applicants	279 (90%)	31 (10%)	310
Total Admits	179 (90%)	20 (10%)	199
Total Enrolled	161 (90%)	18 (10%)	179

<sup>5</sup> AUA does not currently track such data because the institution is largely drawn from the population from the Republic of Armenia.

**Chart 2.1: Headcount Enrollments by Degree Objective**

	2006		2007		2008		2009–2010		2010-2011	
	N (%)		N (%)		N (%)		N (%)		N (%)	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
<b>Total Headcount Masters Degrees and TEFL Certificate</b>	238 (100%)	14 (100%)	249 (100%)	7 (100%)	232 (100%)	7 (100%)	323 (100%)	10 (100%)	386 (100%)	13 (100%)
MS Computer and Information Science	27 (11.3%)	3 (21.4%)	40 (16.1%)	1 (14.3)	30 (12.9%)	1 (14.3%)	26 (8.0%)	3 (30.0%)	30 (7.8%)	3 (23.1%)
MS Industrial Engineering and Systems Management	23 (9.7%)	1 (7.1%)	32 (12.9%)	1 (14.3%)	34 (14.7%)	4 (57.1%)	24 (7.4%)	6 (60.0%)	48 (12.4%)	-
Master of Public Health	17 (7.1%)	1 (7.1%)	14 (5.6%)	0 (0.0%)	17 (7.3%)	0 (0.0%)	26 (8.0%)	-	23 (6.0%)	-
MA Teaching English as a Foreign Language	0 (0.0%)	0 (0.0%)	10 (4.0%)	0 (0.0%)	7 (3.0%)	2 (28.6%)	50 (15.5%)	-	43 (11.1%)	2 (15.4%)
Certificate Teaching English as a Foreign Language	10 (4.2%)	1 (7.1%)	14 (5.6%)	0 (0.0%)	14 (6.0%)	0 (0.0%)	-	-	-	-
LL.M.	16 (6.7%)	0 (0.0%)	27 (10.8%)	0 (0.0%)	30 (12.9%)	0 (0.0%)	49 (15.2%)	-	59 (15.3%)	2 (15.4%)
Master of Comparative Legal Systems	34 (14.3%)	0 (0.0%)	23 (9.2%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	-	-	-	-
MA Political Science and International Affairs	40 (16.8%)	3 (21.4%)	35 (14.1%)	1 (14.3%)	36 (15.5%)	0 (0.0%)	43 (15.2%)	1 (10.0%)	60 (15.5%)	5 (38.5%)
Master of Business Administration	71 (29.8)	5 (21.4%)	54 (21.7%)	4 (57.1%)	64 (27.6%)	0 (0.0%)	105 (32.5)	-	123 (31.9%)	1 (7.7%)

**Chart 2.2: Headcount Enrollments by Gender**

	2006 N (%)	2007 N (%)	2008 N (%)	2009-2010 N (%)	2010-2011 N (%)
<b>Total Headcount</b>	252 (100%)	257(100%)	247(100%)	348(100%)	406(100%)
<b>Degree and TEFL Seeking</b>					
Male	81 (32.1%)	77 (30.0%)	85 (34.4%)	97 (27.9%)	107 (26.4%)
Female	171 (67.9%)	179 (69.6%)	154 (62.3%)	236 (67.8%)	292 (71.9%)
<b>Non-Degree</b>					
Male	0	1 (0.4%)	2 (0.8)	8 (2.3%)	2 (0.5%)
Female	0	0	6 (2.4%)	7 (2.0%)	5 (1.2%)

### Chart 2.3: Headcount Enrollments by Race/Ethnicity<sup>6</sup>

	Total Enrollment	RoA Citizens	Non RoA Citizens
Year 2006 N (%)	252	226 (89%)	26 (11%)
Year 2007 N (%)	257	231(89%)	26(11%)
Year 2008 N (%)	247	228 (92%)	19 (8%)
Year 2009-2010 N (%)	348	323 (93%)	25 (7%)
Year 2010-2011 N (%)	406	369 (90%)	37 (10%)

<sup>6</sup> AUA does not currently track such data because the institution is largely drawn from the population from the Republic of Armenia.

**Chart 2.4: Students Receiving Financial Aid**

	2006 N (%)	2007 N (%)	2008 N (%)	2009-2010 N (%)	2010-2011 N (%)
Graduate Students Headcount Degree and TEFL Certificate seeking	252 (100%)	256 (100%)	239 (100%)	333 (100.0%)	399 (100.0%)
Total Number of Students Receiving Some Form of Financial Aid or Assistance including Tuition Assistance, Loans, Scholarships or Work Study/Research Assistantship (% of total headcount) <sup>7</sup>	164 (65%)	156 (61%)	138 (57.7%)	217 (65.2%)	214 (53.6%)
Total number of students who received tuition assistance or loans out of the total number of students who applied	36/36 (100%)	82/110 (74.5%)	110/133 (82.7%)	167/216 (77.3%)	125/211 (59.2%)
Tuition Assistance (Need based) <sup>8</sup>	-	50	87	107	90
Loans	36	46	38	74 <sup>9</sup>	40 <sup>10</sup>
Work study/Research Assistantship	11	13	8	11	20
University Scholarships (include named scholarships) <sup>11</sup>	142	82	48	37	74
Ministry of Education and Science Scholarships (includes scholarships with the right to military deferment) <sup>12</sup>	-	-	-	-	22

<sup>7</sup> The subtotals below may exceed headcount of recipients because some students received more than one form of financial assistance.

<sup>8</sup> Tuition assistance program started in 2007.

<sup>9</sup> Includes loans from winter 2009-spring 2010

<sup>10</sup> Includes loans from fall 2010-spring 2011

<sup>11</sup> Some named scholarships are awarded on the basis of need as well as merit.

<sup>12</sup> Initiated in 2010-2011 academic year

**Chart 3.1: Degrees Granted by Degree-Level Program<sup>13</sup>**

	2006 N(%)	2007 N(%)	2008 N(%)	2009 N(%)	2010 N(%)
All Degrees	94 (100%)	120 (100%)	87 (100%)	102 (100%)	98 (100%)
<b>College of Engineering (Total)</b>	5 (5.3%)	28 (23.3%)	38 (43.7%)	37 (36.3%)	22 (22.4%)
Master of Science in Computer and Information Science	1	11	24	18	14
Master of Industrial Engineering and Systems Management	4	17	14	19	8
<b>College of Health Sciences</b>	2 (2.1%)	15 (12.5%)	-	17 (16.7%)	1 (1.0%)
Master of Public Health	2	15	-	17	1
<b>Department of English Programs</b>	14 (14.9%)	1 (0.8%)	18 (20.7%)	1 (1.0%)	14 (14.3%)
Master of Arts in Teaching English as a Foreign Language	14	1	18	1	14
<b>Department of Law</b>	19 (20.2%)	32 (26.7%)	13 (14.9%)	0 (0.0%)	19 (19.4%)
Master of Laws LL.M.	6	11	13	-	19
Master of Comparative Legal Systems	13	21			
<b>School of Political Science and International Affairs</b>	19 (20.2%)	14 (11.7%)	16 (18.4%)	17 (16.7%)	11 (11.2%)
Master of Political Science and International Affairs	19	14	16	17	11
<b>School of Business and Management</b>	35 (37.2%)	30 (25.0%)	2 (2.3%)	30 (29.4%)	31 (31.6%)
Master of Business Administration	35	30	2	30	31

<sup>13</sup> Number of degrees listed by calendar year

### Chart 3.2: Cohort Graduation, Retention, and Transfer

These data are for full-time first-time students entering in the first term of the respective academic year.

	Size of Cohort	1 Year Retention N (%)	3-Year Graduation N (%)	Transfers Out N (%)	Students Still Enrolled after 3 Years (Designate if transfers included) N (%)
Cohort for year 2006	134	124 (92.5%)	108 (80.6%)	0 (0%)	6 (4.5%)
Cohort for year 2007	107	97 (90.6%)	93 (86.9%)	0 (0%)	9 (8.4%)
Cohort for year 2008	122	114 (93.4%)	106 (86.8%)	0 (0%)	5 (4.1%)
<b>Transfer-in Students (if available)</b>					
Cohort: 2006	0	0	0	0	0
Cohort: 2007	0	0	0	0	0
Cohort: 2008	0	0	0	0	0



## Chart 4.1: Faculty Composition

	2006 N (%)	2007 N (%)	2008 N (%)	2009-2010 N (%)	2010-2011 N (%)
<b>Full-Time Faculty</b>	21 (100%)	21 (100%)	21 (100%)	23 (100%)	19 (100%)
Male	10 (47.6%)	12 (57.1%)	14 (66.7%)	15 (65.2%)	12 (63.1%)
Female	11 (52.4%)	9 (42.9%)	7 (3.3%)	8 (34.8%)	7 (36.9%)
RoA Citizens	10 (47.6%)	11 (52.4%) <sup>14</sup>	10 (47.6%)	10 (43.5%)	11 (57.9%)
Non-RoA Citizens	11 (52.4%)	10 (47.6%)	13 (52.4%)	13 (56.5)	8 (42.1)
<b>Part-Time Faculty</b>	60 (100%)	58 (100%)	58 (100%)	59 (100%)	63 (100%)
Male	46 (76.7%)	42 (72.4%)	44 (75.9%)	45 (76.3%)	48 (76.2%)
Female	14 (23.3%)	16 (27.6%)	14 (24.1%)	14 (23.7%)	15 (23.8%)
RoA Citizens	20 (33.3%)	24 (41.4%)	22 (37.9%)	28 (47.4%)	30 (47.6%)
Non-RoA Citizens	40 (66.7%)	34 (58.6%)	36 (62.1%)	31 (52.5%)	33 (52.4%)

<sup>14</sup> One faculty member (2007-2010) holds dual (Armenian and U.S.) citizenship and is counted as an RoA citizen as he is an RoA citizen by birth.

**Chart 4.2: Faculty Headcount by Department/Program**

	2006 (N%)	2007 (N%)	2008 (N%)	2009-2010 (N%)	2010-2011 (N%)
Full-Time	21	21	21	23	19
Part-Time	60	58	58	59	63
<b>College of Engineering</b>					
Full-Time	4 (19%)	6 (28.6%)	6 (28.6%)	7 (30.4%)	7 (36.8%)
Part-Time	14 (23.3 %)	13 (22.4%)	11 (19%)	13 (22%)	12 (19%)
<b>College of Health Sciences</b>					
Full-Time	2 (9.5%)	2 (9.5%)	3 (14.3%)	3 (13%)	2 (10.5%)
Part-Time	9 (15%)	10 (17.2%)	8 (13.8%)	9 (15.3%)	6 (9.5%)
<b>Department of English Programs</b>					
Full-Time	10 (47.6%)	8 (38%)	6 (28.6%)	6 (26.1%)	5 (26.3%)
Part-Time	5 (8.3%)	3 (5.2%)	3 (5.2%)	1 (1.7%)	3 (4.8%)
<b>Department of Law</b>					
Full-Time	1 (4.8%)	1 (4.8%)	1 (4.8%)	1 (4.3%)	1 (5.3%)
Part-Time	9 (15%)	11 (19%)	7 (12.1%)	7 (11.9%)	6 (9.5%)
<b>School of Business and Management</b>					
Full-Time	1 (4.8%)	1 (4.8%)	1 (4.8%)	1 (4.3%)	2 (10.5%)
Part-Time	9 (15%)	12 (20.7%)	17 (29.3%)	17 (28.6%)	24 (38.1%)
<b>School of Political Science and International Affairs</b>					
Full-Time	1 (4.8%)	1 (4.8%)	2 (9.5%)	3 (13%)	2 (10.5%)
Part-Time	11 (18.3%)	10 (17.2%)	8 (13.8%)	10 (16.9%)	10 (15.9%)
<b>Acopian Center for the Environment</b>					
Full-Time	2 (9.5%)	2 (9.5%)	2 (9.5%)	2 (8.7%)	1 (5.3%)
Part-Time	3 (5%)	2 (3.4%)	4 (6.9%)	2 (3.4%)	3 (4.8%)

**Chart 4.3: Staff by Gender and Race/Ethnicity <sup>15</sup>**

	2006 N (%)	2007 N (%)	2008 N (%)	2009 N (%)	2010 N (%)
<b>Full-Time Total</b>	153	151	133	123	125
Male	70 (45.8%)	66 (43.7%)	56 (42%)	55 (44.7%)	56 (44.8%)
Female	83 (54.2%)	85 (56.3%)	77 (58%)	68 (55.3%)	69 (55.2%)
ROA Citizen	150 (98%)	148 (98%)	130 (97.7%)	121 (98.4%)	123 (98.4%)
Non ROA Citizen	3 (2%)	3 (2%)	3 (2.3%)	2 (1.6%)	2 (1.6%)
<b>Part-Time Total</b>	24	28	31	22	20
Male	11 (45.8%)	12 (42.9%)	10 (32.3%)	9 (40.9%)	7 (35%)
Female	13 (52.2%)	16 (57.1%)	21 (67.7%)	13 (59.1%)	13 (65%)
ROA Citizen	22 (91.7%)	28 (100%)	29 (93.4%)	19 (86.4%)	19 (95%)
Non ROA Citizen	2 (8.3%)	0	2 (6.6%)	3 (13.6%)	1 (5%)

<sup>15</sup> The staff number includes employees of Paramaz Avedisian Building, Vartkes and Hasmig Barsam Building seasonal employees-boiler operators, and lab proctors. It excludes employees of the Research Centers including Digital Library and TRDP.

**Chart 4.4: Full-Time Faculty/Staff Turnover During the Last 5 Years**

	Faculty <sup>16</sup>	Other Staff <sup>17</sup>
Number of FTE Employees in this Period (Enter five year <i>average</i> , annual count)	45.8	151
Number of New Hires in this Period <sup>18</sup> (Enter five year average, first term FTE; calculate as percentage of first cell above)	14 (30.6%)	25 (16.56%)
Number of Retirements in this Period (Enter five year average annual retirements; calculate as percentage of first cell above) <sup>19</sup>	Not Applicable	Not Applicable
Number of Departures in this Period (Enter five year average annual departures; calculate as percentage of first cell above)	Not Applicable <sup>20</sup>	26 (17.21%)

<sup>16</sup> Until 2011 all AUA faculty were on one-year contracts. However, more than half of core faculty have been with the university for more than three years.

<sup>17</sup> Although until 2011 all AUA staff were on one-year contracts, most are covered by the RoA Labor Code, they are considered permanent employees. The following extraordinary factors affect the average: 1. Outsourcing the University Security Services to outside professional company in 2008 (reduction in staff by 18 employees), 2. Outsourcing the University Food Services to outside professional company in 2009 (reduction in staff by 9 employees), 3. Completion of PAB construction in 2008 (reduction in staff by 5 PAB employees).

<sup>18</sup> Average number of faculty hired for the first time.

<sup>19</sup> There is no mandatory retirement age in Armenia; therefore the university has not tracked retirements.

<sup>20</sup> Until 2011 all AUA faculty were on one-year contracts.

## Chart 7.1: Inventory of Educational Effectiveness Indicators

CATEGORY	Have formal learning outcomes been developed?	Where are these learning outcomes published?  (Please specify)	Other than GPA, what data/evidence is used to determine that graduates have achieved stated outcomes for the degree? (e.g., capstone course, portfolio review, licensure examination)	Who interprets the evidence? What is the process?	How are the findings used?	Date of last program review for this degree program
At the institutional level:	Covered by SLO within each masters degree	Covered by SLO within each masters degree	See below	Prior to 2011, handled by the Provost and IRO. Currently overseen by Student Learning Subcommittee of the Curriculum Committee	Alignment of degrees with university mission and university-wide measures to improve student learning and admissions	
List each degree program:			Capstone, Student Portfolios, Exit Surveys, Employer Surveys, Alumni Surveys	A team of instructors including the Dean select the SLO for investigation, gather evidence, develop rubrics, analyze the data and make recommendations for adjustments in curriculum instruction.	Improve Teaching methods, adjust curriculum and course offerings, guide faculty selection, ensure consistency of performance standards, refine SLOs	2011
1. Master of Engineering and Systems Management (IESM)	Yes	Website, Student Handbook				2011
2. Master of Science in Computer and Information Science	Yes	Website, Student Handbook				2008
3. Master of Public Health	Yes	Website, Student Handbook				2009
4. Master of Arts in Teaching English as a Foreign Language	Yes	Website, Student Handbook, Department Bulletin Board				2008
5. Masters of Law (LL.M.)	Yes	Website, Law Department Student Handbook, Department Bulletin Board				2010
6. Master of Business Administration (MBA)	Yes	Website, Student Handbook				2011
7. Master of Political Science and International Affairs	Yes	Website, Student Handbook				

## Checklist of WASC Required Policies

*Updated November 2011*

	Item	Location	Status
1	Academic Freedom and Implementing Guidelines	On AUA Website, AUA Catalog, Faculty Handbook	+
2	Due process procedures that demonstrate faculty and students are protected in their quest for truth	Statement of academic freedom /AUA Website, Faculty Handbook	+
3	Due process and grievance procedures for faculty, staff, students	Faculty – Faculty Handbook Staff – AUA Policies and Procedures Manual Students – Academic Policies & Procedures (Admission, Graduation, Academic) Student Code of Ethics	+ + + +
4	Statement of policies, requirements, and expectations to current and prospective employees	Handbook of Administrative Policies and Procedures	+
5	Institutionally developed and published non-discrimination, equal opportunity and affirmative action policies	Faculty Handbook Staff AUA Policies and Procedures Manual Students- Catalog and Statement/executive order	+ + +
6	Policies on conflict of interest for board, administration, faculty, and staff, including appropriate limitations on the relations of business, industry, government, and private donors to research in the institution.	For Administration, Faculty, and Staff – executive order For Trustees and Directors - awaiting BOT approval	+ +
7	Statement that the institution agrees to abide by WASC Policy on Substantive Change and the Policy on Distance and Technology-Mediated Instruction	Executive Order	+
8	Policies covering human subjects and animals in research, classified research, patent provisions, cooperative research relations with industry, and other similar issues related to the integrity and independence of the research enterprise	Faculty Handbook (IRB) Contracts of Research Centers	+
9	Policies on how faculty responsible for applied research producing significant revenue share revenue from patents, licenses, and sales	Research policies	+
10	Precise, accurate, and current information in printed material regarding a) educational purposes, b) degrees, curricular programs, educational resources, and course offerings, c) student charges and other financial obligations, student financial aid and fee refund policies, d) requirements for admission and for achievement of degrees, and e) the names of the administration, faculty, and governing board	AUA Catalog AUA Website Student Handbook Academic Policies and Procedures	+ + + +
11	Publications that make clear the status (e.g., full-time, part-time, adjunct) of each faculty member	AUA Catalog, AUA Website	+
12	Policies and procedures for additions and deletions of programs	Faculty Senate	+

13	Requirements for continuation in or termination from, academic programs, and a policy for readmission of students who are disqualified for academic reasons	Admission Policies and Procedures	+
14	Clearly stated graduation requirements that are consistently applied in the degree certification process	Graduation Policies and Procedures	+
15	Personnel policies governing employment of teaching fellows and assistants	Teaching fellows and assistants are considered as staff	N/A
16	Policy designed to integrate part-time faculty appropriately into the life of the institution	-Faculty Service activities (printed booklets and on AUA Website) -Faculty Handbook	+
17	Explicit and equitable faculty personnel policies and procedures	Faculty Handbook – policies on appointment, retention, promotion (approved by BOT, September 2005)	+
18	Policies on salaries and benefits	In “General Terms and Conditions”	+
19	Policies for faculty and staff regarding privacy and accessibility of information	- AUA Policies and Procedures Manual; - Student name/ID policies	+
20	Written library collection development and weeding policies, including the bases for accepting gifts	Library Policies	+
21	Admission and retention policies and procedures, with particular attention to the application of sound admission and retention policies for ...international students, and other cases where unusual pressures may be anticipated		Under development
22	Clearly defined admissions policies attentive to the special needs of international students		Under development
23	Policies on student rights and responsibilities, including the rights of due process and redress of grievances.	AUA Catalog/AUA Website Student Ethics Code	+
24	Publications that include policies and rules defining inappropriate student conduct	Student Ethics Code	+
25	Policy regarding fee refunds that is uniformly administered, and consistent with customary standards	AUA Catalog AUA Website Academic Policies and Procedures Student Handbook	+
26	Policies, guidelines, and processes for developing the budget	Handbook of Administrative Policies	+
27	Clearly defined and implemented policies with regard to cash management and investments, approved by the governing board	Handbook of Administrative Policies	+
28	Policies and a code of ethics for employees involved in buying, bidding, or providing purchase orders	Handbook of Administrative Policies	+
29	Policies regarding fundraising activities that comply with sound ethical accounting and financial principles	AUAC Bylaws Executive order	+