INSTITUTIONAL ASSESSMENT, PLANNING & EFFECTIVENESS

Guide For Preparing Your Self-Study

✓	Components	Suggested Steps/Details
	Guidelines/ Timeline: (Provided by Academic Affairs/Institutional Assessment Planning and Effectiveness) - Blank template of Program Review Guidelines - External review process	• If you already have a departmental self-study process or process used to document procedures for Accreditation, list the steps used in these processes sequentially. You may want to create a diagram or table to denote process. • If you do not have a current program review process, it is recommended you establish such a process. • Thoroughly detail every step of the process.
	Department Context:	• Detail department construct of personnel and responsibilities, including, coordinators, advisors, administrative assistants, etc. • Provide an overview of your department similar to the content in the University catalogue. • Describe department mission and/or vision. • Reference graduate program if applicable. Does undergraduate program serve as pipeline to graduate program? • State all degree requirements and characteristics. • Include the degree plan for your area. • Outline/Define your student learning outcomes and goals (This can be an abbreviated version of your assessment plan.) • Include requirements for a minor in your area.

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	Department Context (continued):	• State admission requirements if they differ from University standard. • Define academic advising or support services available in your area.

	Qualifications of Faculty:
	- Prepare Faculty Synopsis **(Not just Faculty CVs)**
		• Include:
		  o Faculty Name, Rank, Tenure, and Highest Degree.
		  o Are they a member of Graduate Faculty?
		  o Do they have Certification(s) or License(s) in specialty areas?
		  o Include relevant publications or service/contributions on dissertation committees.
		  o List/summarize applied for and awarded Grant work.
		  o Include relevant research both ongoing and completed.
		  o Include faculty Awards or Honors.
		  o Show work done on presentations, seminars, or workshops conducted by the faculty

	- Describe faculty service	• Diagram and describe both current and past service activity for department faculty.
		• Including;
		  o Department/College Committees
		  o University Committees
		  o Special Assignments
		  o Offices held
		  o Academic memberships

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	- List relevant grants and contracts	• List all relevant grants and contracts for the faculty members of your department
		 • Details to include;
		    o Distinguish between proposals and funded projects.
		    o Project title, i.e. primary investigator status.
		    o Faculty position in project.
		    o Reason for project, contribution to the field of study.
		    o Project date
		    o Grant/Contract amount.

	Student Assessment:	• Include the most recent assessment plan from Xitracs (assessment software). • Show action plans. • Include any academic advising materials; forms, documents, etc. • Any process used for tracking student who graduate?

	List Program Resources and Facilities:	• List and describe all program resources and facilities used.
		    o Class rooms
		    o Labs
		    o Study Areas
		    o Electronic Technology Based Resources; Blackboard, Skype, webcams, video library.
		    o Specialized rooms; Theatre, gallery, Concert Hall
		    o Off Campus resources; medical facilities, Consortium with other entities
		    o Library
		 • Briefly describe goals or plans for said resources.

	Define other measure of quality derived from your department:	• Include:
		  o Student Accomplishments/ Scholastic Honors.
		  o Student Internships.
		  o Notable student presentations/ Publications.

	Department Self-Assessment:	• Explain strengths of the program. • Detail any weaknesses/ challenges. • What are the plans/recommendations for future growth and development? • Are there any needs for additional resources/personnel?