## Guide For Preparing Your Self-Study

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<thead>
<tr>
<th>✓</th>
<th>Components</th>
<th>Suggested Steps/Details</th>
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</thead>
</table>
|  | **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. |
### 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:
    - Faculty Name, Rank, Tenure, and Highest Degree.
    - Are they a member of Graduate Faculty?
    - Do they have Certification(s) or License(s) in specialty areas?
    - Include relevant publications or service/contributions on dissertation committees.
    - List/summarize applied for and awarded Grant work.
    - Include relevant research both ongoing and completed.
    - Include faculty Awards or Honors.
    - 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:
    - Department/College Committees
    - University Committees
    - Special Assignments
    - Offices held
    - Academic memberships
### INSTITUTIONAL ASSESSMENT, PLANNING & EFFECTIVENESS

| 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.  

### INSTITUTIONAL ASSESSMENT, PLANNING & EFFECTIVENESS

| 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? |