

## **POLICY AND PROCEDURES FOR DEPARTMENT SELF-STUDY AND RESOURCE REVIEW**

### **PURPOSE**

Curricular excellence is the basis upon which the university builds its future. The fundamental purpose of this periodic program review process is to ensure the quality of the curriculum.

Departmental review serves three other purposes. First, it enables the university to satisfy a Board of Trustees' requirement that all academic programs are to be reviewed periodically. Secondly, it provides information about the department needed by the University in order to make appropriate recommendations for the use of institutional resources. And thirdly, it provides specific information needed for accountability reports for the CSU and WASC.

### **The Department Self-Study**

An academic department is typically responsible for one or more baccalaureate degree programs. It may also offer an academic minor program, participate in offering one or more certificates of study, offer courses which satisfy requirements in one or more G.E. areas, or service other programs. Several departments also offer a Master's degree; others participate in a synthesized Master's program. Those departments offering and/or participating in a Master's degree program will review those programs at the same time they review their baccalaureate program. Guidelines for that review are available in the Office of Graduate Studies.

The department self-study includes a review of all the programs administered by a department. This is particularly appropriate since these programs and the resources they require may be interrelated. Departments should see the self-study and resource review as an important opportunity to identify and justify anticipated resource needs such as full- and part-time faculty, support staff, classroom, office and research space, library, media and computing requirements and equipment and operating expense needs.

The self-study represents an opportunity for reflection and planning. It is the time for faculty to recommit to those goals that continue to be desirable; it may also be a time to establish new goals to meet new needs. The self-study should be evaluative, insuring that faculty come to terms with issues that confront the department and the discipline with particular emphasis on the quality of the curriculum. The study shall include an analysis of the department's programs since the last self-study and resource review and the changes projected for the next seven years. It shall indicate how the department's goals meet the University's strategic plan and goals.

The faculty of the academic department or equivalent unit should begin to prepare the self-study eighteen months before it is due to the Dean and college curriculum committee. The Office of Academic Affairs will provide the department with data to assist the department in its analysis. These will include: historical enrollment data, historical CSU enrollment data for the major, historical cost data, and current and projected student demographic information. A department may request further information as appropriate.

### **PROGRAM REVIEW**

#### **SELF-STUDY ISSUES**

#### **DESCRIPTION OF THE FOLLOWING:**

1. The department's baccalaureate degree program(s), and, if applicable, graduate programs, minors and certificates of study.
2. The current faculty profile according to the following categories: tenured (by rank), probationary, temporary (with contract), other full-time temporary, other part-time temporary, FERP.
3. A faculty utilization summary.
4. Current faculty curriculum vitae (including the past year's activities.)

5. The curriculum, including courses, units and options, and how they fulfill departmental programs, educational and professional standards as appropriate, and service obligations (GE, another major's requirements, etc.)
6. How the department's goals relate to the university's goals as set forth in the mission statement.
7. If the program requires accreditation, what are the requirements to meet this accreditation.
8. If the minimum units required for the degree program, GE and Institutions requirement exceed the current 120 unit minimum, the reasons for the unit requirement in the major (CSU reporting purposes).

#### SINCE THE LAST PROGRAM REVIEW

1. What were the department's goals as stated in the last program review? In what ways have they been met or not met?
2. If significant curricular changes have taken place in the department, how have these changes affected the department's programs, including its service obligations?
3. Have significant changes occurred in major enrollment, minors and/or certificates awarded and/or FTES generated?
4. Describe what factors contributed to the changes as stated in #'s 2 & 3 (student or employer advice, trends in field, resources, etc.).
5. Describe departmental contributions to teaching, scholarship and creative activities and service to the university, profession and community.

#### ASSESSMENT

1. Describe the learning outcomes of the programs offered by the department, and how students are being assessed to determine if they have met the outcomes.
2. Discuss how the department assesses student satisfaction with the program.
3. Discuss how the assessment of learning outcomes and student satisfaction have been used to maintain or improve the quality of the program since the last program review (WASC accreditation requirement.).

#### THE FUTURE

Describe and justify the departmental needs and goals for the next seven years, the reasons for those goals, and how the department will evaluate the results.

In discussing its needs and goals the department should address the following where applicable:

- A. Faculty recruitment and retention.
- B. Support for faculty teaching, scholarship and creative activities, and service to the university, profession and community.
- C. Student retention, recruitment and advising.
- D. Curricular Needs.

- E. Resource needs, such as
  - 1. Library resources.
  - 2. Operating expenses.
  - 3. Computer and communications resources.
  - 4. Media services resources.
  - 5. Physical facilities.
  - 6. Staff support.
  - 7. Other.

**Appendices:**

Data Portfolio

Library Analysis

Other Pertinent Data (including the results of any external accreditation reviews since the last program review)

**EXTERNAL REVIEW**

If the Provost indicates that sufficient university funding is available, the department, college dean, and Provost will cooperatively select one or more independent external reviewers from within the department's field of study. The external reviewer's report should include a discussion of the currency of the department's curriculum and scholarly activity, but may comment, as appropriate, on other sections of the self-study.

**COLLEGE-LEVEL REVIEW**

The college curriculum committee(s) charged with carrying out the review receives the departmental self-study, evaluates the report, and submits a report to the college dean in both written and electronic format. In particular, the college-level review should focus on the Introduction and Overview and Curriculum sections of the self-study. The review should include a discussion of how outcomes assessment has been used to enhance curricular quality and improve student learning. The college curriculum committee(s) may comment, as appropriate, on the other sections of the self-study. The college curriculum committee(s) then sends copies of the department self-study and its review(s) to the Graduate Council (as appropriate) and the college dean in both written and electronic format.

**COLLEGE DEAN'S REVIEW**

Upon receipt of the report of the college curriculum committee(s), the college dean prepares an initial analysis and commentary, which serve as the basis for the review of resources. The primary objective of this work is to recommend an addition, continuation or diminishment of resources for the department. This recommendation should be supported by evidence provided in the data used by the department for its self-study reflection, as well as by independent analysis of both the departmental and college-level reports. The college dean should include an evaluation of the department's success in identifying learning outcomes and incorporating assessment of these outcomes into its self-study. The dean forwards (in both written and electronic format) this analysis, along with the college committee's report, to the Vice Provost for Academic Programs for review by the Provost's Council, and, if appropriate, to the Graduate Council.

**GRADUATE COUNCIL REVIEW (for Graduate Programs)**

Upon receipt of the Graduate Program Self-Study, the report of the college curriculum committee(s), and the dean's review, the Graduate Council reviews these documents and provides commentary on the standards and resources relevant to any graduate program to the Vice Provost for Academic Programs for review by the Provost's Council.

**PROVOST'S COUNCIL RESOURCE REVIEW SUBCOMMITTEE**

Upon receipt of the department self-study, college curriculum committee review, dean's resource review, and the Graduate Council review (if applicable), the Provost's Council establishes a Resource Review Subcommittee consisting of the dean of the college in which the department resides (who serves as chair), the Vice Provost for Academic Programs, and/or Dean for Research and Graduate Studies (as appropriate), and a faculty member from the Provost's Council. The committee may draw upon other individuals from the campus community in the process of conducting the resource review.

The Provost's Council Resource Review Subcommittee reviews the earlier reports and provides a university-wide perspective and commentary on the overall quality of the department, the department's curriculum, enrollment and instructional faculty trends, special University commitments and other institutional concerns. The Provost's Council Resource Review Subcommittee's report should also highlight and discuss any significant resource issues occurring in the following categories:

- Enrollment History
- Past, Current and Future Faculty Use
- Past, Current and Future Staff Use
- Operating Expenses
- Equipment Resources
- Library Resources
- Computer and Communications Resources
- Media Services Resources
- Facilities
- Other Issues

The Provost's Council Resource Review Subcommittee's report concludes with a summary statement evaluating the overall relationship between the quality of the department's offerings and the resources needed to support them. The summary statement will also cite examples of significant departmental changes that have occurred since the last self-study and resource review that have enhanced curricular quality and student learning and highlight areas where improvements are expected. Finally, the report should discuss the need for additional resources in the department in light of department and university goals for the next five years.

#### **PROVOST'S COUNCIL REVIEW**

The Provost's Council receives the report from the Provost's Council Resource Review Subcommittee and provides a recommendation to the Provost and Vice President for Academic Affairs.

#### **PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Provost and Vice President for Academic Affairs receives the Provost's Council recommendation, amends as appropriate, and notifies the department of the results of the university-wide department evaluation. Departments that have completed the self-study and resource review process will be considered for funding by the Program Review Funding Committee during the next resource review funding cycle.

#### **PROGRAM REVIEW FUNDING COMMITTEE**

A standing subcommittee of the Provost's Council comprised of the Academic Senate Finance Chair, and two faculty appointed by the Academic Senate Appointments Committee (one of whom will also be a member of the Provost's Council), the Dean for Research and Graduate Studies, and the Vice Provost for Academic Programs is formed to review the needs identified during the Provost's Council resource review process and recommend to the Provost's Council the disbursement of one-time funds requested during the program review. Only completed resource reviews recommended for acceptance by the Provost's Council will be considered.

## RECOMMENDED TIMELINE

### Beginning of Fall, prior to year of review

- The Office of Budget and Institutional Data assembles pertinent data for department under review

### Fall through Spring, prior to year of review

- Department reviews departmental and university goals and discusses progress made toward meeting these goals.
- Department reviews and evaluates the pertinent data that has been provided and initiates discussion about implications of this data as well as plans for the future.
- Department determines if additional data is desirable (e.g. surveys of students, graduates and/or professionals in the field) and initiates surveys as needed.
- Department discusses learning outcomes and assessment measures to be reported on.

### Summer

The Office of Budget and Institutional Data updates pertinent data for the department under review, providing details for the academic year just completed.

*The following dates represent the due date for these actions to occur. Earlier submission is encouraged and will facilitate a smooth program review process for those charged with bringing the process to closure.*

### September (1<sup>st</sup> Wednesday), during year of review

- Librarian-Bibliographer provides department with an evaluation.
- Department reviews and discusses updated data provided by the Office of Budget and Institutional Data.
- Department reviews results of any surveys that were conducted.
- Department prepares Self-Study and Resource Review Report.

### October (1<sup>st</sup> Wednesday)

Department submits its Self-Study and Resource Review to the External Reviewer (as appropriate).

### November (1<sup>st</sup> Wednesday)

Department receives the report of the External Reviewer, and may insert comments on the report into the Self-Study and Resource Review.

### December (1<sup>st</sup> Wednesday)

Department submits Self-Study and Resource Review report to College Dean and College Curriculum Committee in both written and electronic format.

### February (1<sup>st</sup> Wednesday)

College Curriculum Committee forwards its commentary on the department Self-Study and Resource Review report to the College Dean, and Graduate Council, as appropriate, with a copy sent to the department.

### April (1<sup>st</sup> Wednesday)

The College Dean forwards commentary to the Vice Provost for Academic Programs, in both written and electronic format, with copies to the department; college dean forwards commentary to the Graduate Council, as appropriate.

### May (1<sup>st</sup> Wednesday)

Graduate Council forwards its commentary to the Vice Provost for Academic Programs, with copies sent to the department.

**Fall, after year of review**

- **September (1<sup>st</sup> Wednesday)**

The Provost's Council Resource Review Subcommittees are formed to review all department self-study and resource review reports that were completed in the previous academic year.

**November (1<sup>st</sup> Wednesday)**

Provost's Council Resource Review Subcommittees presents department self-study and resource review reports and make a recommendation to the full Provost's Council. Provost's Council discusses department self study and resource review reports and makes a recommendation to the Provost and Vice President for Academic Affairs,. Approved resource reviews are forwarded to the Provost's Council Program Review Funding Committee.

- **November (2<sup>nd</sup> Wednesday)**

Provost and Vice President for Academic Affairs notifies department of results of university-wide department evaluation, and provides a copy of the Provost's Council Resource Review Report.

**December (1<sup>st</sup> Wednesday)**

Provost's Council Program Review Funding Committee submits its recommendation to the Provost's Council for review and recommendation.

- **December (2<sup>nd</sup> Wednesday)**

Provost and Vice President for Academic Affairs notifies departments of results of allocations being made.

**June 1**

Department receiving funds resulting from the resource review process forwards a list confirming items purchased to the Provost and Vice President for Academic Affairs.

Submitted by Educational Policies Committee 11/1/04

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