

## OUTLINE FOR DEPARTMENTAL REVIEW

Approved September 20, 2001

### I. Mission of the Department

Please discuss how the department is a part of Saint Mary's University.

#### A. Role of the department

Specifically, how does this department or area foster or enhance student learning?

#### B. Description of programs

Majors

Minors

Programs

Academic service to other departments

International programs

#### C. Service to the university (e.g., does the department sponsor activities on campus? Off campus?)

### II. Faculty and Staff. Please discuss the current faculty resource of the department. Also state if you see a need for additional personnel or expertise.

#### A. Areas of specialization (Can the current faculty support the mission and service requirements?)

#### B. Faculty Scholarship

#### C. Areas of faculty need (if any)

#### D. Adjunct load and/or overload

#### E. Commitment to other activities (e.g., interdisciplinary studies, international programs, early retirement, etc.

#### F. Please describe developmental activities the department or program encourages among its members to enhance the quality of student learning.

**III. Support Services.** Please describe the support services currently in place. What purposes do these serve? What needs does the department have with respect to support services?

- A. Technology needs (Hardware, software, other)
- B. Laboratories
- C. Library and other resource material
- D. Room requirements
- E. Secretarial needs
- F. Professional development needs (travel, professional meetings, consultants, etc.)
- G. Student workers
- H. Other needs

**IV. Curriculum**

- A. Does the current curriculum serve the mission of the department?
- B. List the outcomes for graduates and/or students served by your department.
- C. Describe how your department measures the extent to which your students have met the outcomes listed above.
- D. How do the curriculum and/or services meet external standards?
  - National standards
  - Accrediting standards
  - Programs in comparable institutions
- E. Please discuss the following:
  - Changes affecting the discipline
  - Offerings of the department for the major(s) (courses, numbers of sections, and class sizes)
  - Offerings of the department as service courses (that have not already been mentioned)
  - Courses available for credit by exam
  - Courses available for advance credit by exam
  - Internships / Practicums
  - Other institutional policies which impact the department

F. How are the course syllabi reviewed to determine whether course and department goals are being achieved?

**V. Students.**

A. Number of graduates in each of the last five years and the current number of declared majors.

B. What impact does the department have on students within the department and the university as a whole?

C. Are the students prepared for their post-undergraduate experience (e.g., graduate schools, jobs, life, etc.)? How is this determined?

**VI. Departmental Assessment Plans**

A. Please include a response to the most recent NCA recommendations that affect the department.

B. Much of the material contained in the departmental assessment plans has been discussed above. Please attach a copy of the departmental assessment plan.

C. Please discuss ways in which the information gathered has been used to improve the quality of student learning within the department or program.

**VII. Other.** Please discuss any other topic important to your department that is not included above.

The departmental review document should be discussed with and signed by the dean of your school. This signature will not be taken to indicate endorsement of every aspect of the document.