

Curriculum Committee
Program/department Review

GUIDELINES FOR PROGRAM / DEPARTMENT UNDER REVIEW

Self-Study Report

The self-study is to be a report of progress and planning, an accurate and honest assessment of the program/department. Its writing is to be a collaborative effort involving the chairperson, assistant chairperson, program coordinators, faculty, and everyone else who has a stake in the program.

In writing the report, strive for brevity while being as explicit and precise as possible. Answer the questions fully enough to enable the reader to assess the program accurately. The report should be a blend of description and analysis, with emphasis on analysis. The end result should be a compilation of strengths, concerns and future plans.

Cite and interpret data, where available, to strengthen and clarify the report. Identify the source(s) of all data.

Budget, facilities, and personnel issues are to be addressed, however Curriculum Committee is not charged with making any recommendations in those areas.

Material appended to the report should be limited to that which has been specifically referenced in the report. The following documentation must be included:

- Curriculum checklist
- Curriculum Committee Report from last review
- Report from most recent external accreditation (if applicable)
- Membership of Advisory Board (if applicable)
- Minutes from most recent Advisory Board meeting (if applicable)
- Articulation Agreements – institutions, dates of agreements

Program/department up for review must submit, electronically, all self-study documents, including the external consultant report, to the Curriculum Committee chairperson at least two weeks prior to the presentation. Failure to comply will likely result in postponement of the presentation.

Presentation to Curriculum Committee

When making presentations, chairpersons and coordinators should:

- ♦ update data and pertinent material contained in the self-study document
- ♦ highlight essential elements and critical issues within the self-study report
- ♦ respond to the report of the external consultant
- ♦ strive for brevity, keeping presentations to 20 minutes or less
- ♦ be prepared to respond to questions from the committee

Curriculum Committee Action

The Curriculum committee will recommend one of the following:

- ♦ Continuation of the program/department
- ♦ Continuation with a follow-up report required in two years
- ♦ Discontinuation of the program/department