

## PURPOSE AND INSTRUCTIONS FOR DEPARTMENTAL SELF-STUDY

UAF will submit an institutional self-study for the reaffirmation of institutional accreditation to the Northwest Association of Schools and Colleges during the summer of 2001. As part of this process you are asked to prepare a departmental notebook and deliver it to your dean/director/vice-chancellor by May 22, 2000. Other than brochures, pamphlets, and the like that may be included in your notebook, your information should be delivered electronically as well as in hard copy form. We intend to use this exercise to our best advantage by collecting information useful in planning the future of UAF and for evaluating the effectiveness of our efforts. A time line for the entire self-study process is available at <http://www.uaf.edu/provost/accreditation/timeline2001.html>. The formatting and content for your report is described on the following pages.

The 1999 Accreditation Handbook states:

"Institutional self-study is regarded as the most significant part of the accreditation process. The benefits to the institution will be proportional to the incisiveness of the inquiry. The aim of the self-study is to understand, evaluate, and improve not merely to defend what already exists. A well-conducted self-study should result in a renewed common effort within the institution to consolidate and improve the whole.

Self-study should be viewed as an on-going process to:

- A. Analyze the resources and effectiveness of the institution in fulfilling its mission;
- B. Demonstrate that the achievements of students who complete programs are commensurate with the certificates, diplomas, degrees, or other recognition awarded;
- C. Appraise the relationship of all the institution's activities to its purposes; and
- D. Provide a sound basis for institutional planning and improvement."

In preparing your report, please become familiar with the *Accreditation Handbook*. It is located on the web at:

<http://www.uaf.edu/provost/accreditation/handbook/index.html>  
then click Standards and Guide for Self-Study.

## STYLE AND FORMAT FOR DEPARTMENTAL/PROGRAM SELF-STUDY REPORTS

Please prepare your report using the following guidelines:

Software Application:	Microsoft WORD®
Font type and size:	Times New Roman 12 pt font
Margins:	left: 1.5", right: 1", top: 1", bottom: 1"
Spacing:	single-spaced text, double space between paragraphs
Paragraphs:	indent first line
Page numbering:	numbered at the bottom center

Follow the template on the following pages as a guide, or download a template from <http://www.uaf.edu/provost/accreditation/instructions.html>. Please submit the report via e-mail attachment and hard copy to your Dean/Director/Vice-Chancellor.

**The deadline is May 22, 2000.**

General notes on preparing your self-study notebook:

- Your self-study document should be a collaborative scholarly work written by department/unit heads, faculty, and staff.
- Connect your report to UAF's mission and Strategic Plan: UAF 2000; these can be viewed on-line at <http://www.uaf.edu/UAF/generalinfo.html>. UAF is in the process of reviewing and revising its mission statement. The process and timeline for revision is described at <http://www.uaf.edu/univrel/mission/>. Please participate in this revision process and use this as a mechanism to reconsider the mission of your unit. The mission revision process is planned to culminate in the submission of a new UAF mission statement to the UA Board of Regents at their April meeting. Therefore, individual departments and units will have at least a month to address any resulting changes in the mission in their self-study report. In addition, the accreditation steering committee plans a revision period early in the spring of 2001 to allow updating of material.
- Your audience - Your notebook will be made available to accreditation evaluators during their visit and will be used by a writing team and the accreditation steering committee in drafting the self-study report.
- Throughout your report you should relate your unit's role to the mission of the institution. In addition, you should connect planning, evaluation, and subsequent action throughout your self-study.
- Focus on your uniqueness.
- Describe external forces, which have impacted your unit—historical, economic, political, geographical, etc.
- Constructive self-analysis and criticism should be emphasized—no whining.
- Share your draft with another unit before submitting it to your Dean/Director/Vice-Chancellor—if it does not make sense to them, it will likely not make sense to the visitation team.

- Official numbers and statistics only—no departmental shadow databases to be used. Your dean/director/vice-chancellor can arrange meetings between representatives of Planning, Analysis, and Institutional Research representatives and department/division heads to provide information and/or clarify and resolve any issues with the official numbers made available for your use. Please contact Joe Trubacz at [fnjt@uaf.edu](mailto:fnjt@uaf.edu) or 474-6088 for this purpose.
- Minimize description and emphasize analysis.
- Connect your documented assessment with your analysis with your action.
- Watch for the following sentences:
  - "Next year we plan..."—This means you are not doing it now.
  - "We have, for the past three years, been working on...."—Better
  - "Our data over the past three years shows..."—BestPlease do not say, "if we only had money, we would..."—Plans should be realistic given current and foreseeable circumstances.

## TEMPLATE AND INSTRUCTIONS FOR COMPLETING UNIT SELF-STUDY

Please use the headings and outline format below and address every question even if it does not apply to your department/unit. If a question asks something not applicable to your department/unit, please state "Not applicable".

**TITLE PAGE** Your report should have a title page identifying the unit, the unit head, and the persons that contributed to writing the report.

**SUMMARY** Briefly describe your unit or program and how it is organized. Describe what impact, if any, reorganization has had on your unit and any other significant changes that have occurred during this period. Describe outstanding accomplishments or special activities your unit has been involved in during the past few years. What challenges does your unit face in the near future and how are you preparing for these?

### I. MISSION AND GOALS: PLANNING AND EFFECTIVENESS

#### A. Mission

Describe the unit mission in no more than a one-half, single-spaced page. Discuss how your unit contributes to the mission of the institution, the mission of your supervisory unit (e.g., student services, administrative services) and the Strategic Plan: UAF 2000.

#### B. Goals and Strategies

Briefly state three to five departmental short term (1-2 year) goals and three to five long term (3 years +) goals, describe your strategy for accomplishing your goals and how you will evaluate whether your goals have been met. Where possible, identify parenthetically after the goal statement the Strategic Plan item to which your goal is related. Your goals should be realistic with respect to current funding levels, must be consistent with your mission and the mission of UAF. Please discuss your goals with your leadership in this process.

Some examples are given below:

1. Short-term goal: *The current interdisciplinary master degree in Statistics will be submitted to governance as a formal M.S. program.*  
Strategy: *Prepare a formal proposal based on current practices, document past and projected enrollment and submit to governance by the November 2000 deadline.*  
Evaluation: *Proposal submitted or not by November 2000.*
2. Short term goal: *Improve student success MATH 107.*  
Strategy: *Reduce the section size of two sections of MATH 107 from 70*

*to 40 and change class meeting times from 3 days a week to 4 days a week. Increase section sizes of MATH 131 to 120 and reallocate faculty assignments to MATH 107.*

*Evaluation: Reduced section sizes implemented or not for courses offered in fall 2000. Compare withdrawal and failure rates for students in larger sections with students in smaller sections with more class meetings.*

3. Long term goal: *Increase the number of math faculty on joint appointments with institutes to three.*  
 Strategy: *Encourage current faculty to write grants through institutes and build up to at least 75/25-type appointment. If RIP replacement funds are made available to the department for new hires over the next three years, advertise and recruit into joint appointments.*  
 Evaluation: *The number of faculty on joint appointments in fall 2002.*
4. Long term goal: *Increase the diversity of faculty in the department.*  
 Strategy: *Work with the EEO office and other math departments to find innovative approaches for identifying candidates for RIP replacement positions.*  
 Evaluation: *Compare the diversity of faculty in 1999 to that in 2003.*

C. Planning and Evaluation (Assessment) Process and Application of Results

1. Description of Assessment Process

Briefly describe your department/unit's planning and evaluation (assessment) process. Include the timeline your unit follows, which shows a systematic process of assessment.

2. Role of staff and others in the Assessment Process

Describe the role of staff and advisory committees, if applicable, in establishing the mission, goals, strategies, and evaluation (assessment) procedures.

3. Summarize Assessment Information collected

Describe, by year, the information that has been collected as part of your assessment process during the past three years.

4. Use of Assessment Results

Describe how the results of the planning and evaluation (assessment) process have been used and will be used to improve the programs and activities of your department/unit; give specific examples.

5. External Assessment

a. Professional Organization

Does your department have access to and/or follow professional organization policies and procedures? If so, what organization(s)? Briefly assess your compliance with these policies and procedures.

b. Timeline and Evaluation Reports for External Assessment  
Is your department periodically assessed by its own professional organization? If so, include a copy of your last professional association evaluation in the appendices and indicate here when you were last reviewed and the results and when you will be reviewed again.

- D. Departmental Promotion/advertising  
Describe how you make the mission and goals of your department/program public. How are staff members made aware of their role in fulfilling the mission? How is the mission visible to students? Examples include department/unit web page, brochures, posting of the mission statement in public places, advisory committee meetings, etc. What other publications does your department produce and how is this information distributed? How do you communicate information about your service to students and the university community? Copies of materials used should be included in the appendices. Describe your process and timeline for the regular review and revision of departmental web pages.
- E. Diversity  
Describe how your department incorporates diversity into its mission, goals, and programming.

## II. EDUCATIONAL EFFECTIVENESS

### A. Contribution to Academic Mission

Describe how your department/unit contributes to the academic mission of UAF. Examples might include student employment, coordinated educational activities, etc..

### B. Communication within UAF

1. Describe and assess your connection to UAF's extended sites. How do you facilitate ongoing communication with these sites? What changes are needed, if any, and why?
2. Describe and assess cooperative efforts with other units of the university with whom you collaborate regularly. What changes are needed, if any, and why?

## III. STUDENTS

### A. Recruitment & Retention

What is your department's role in recruiting and retaining students? Assess your success in these areas over the past three years? Upon what evidence is your assessment based?

**B. Student Participation**

Describe and assess student participation in your program/department/unit? What changes should be made, if any, and why?

**IV. FACULTY**

Describe and assess faculty involvement with your department/unit. What changes should be made, if any, and why?

**V. LIBRARY**

Describe your department's use of library resources and instructional technology.

**VI. GOVERNANCE AND ADMINISTRATION**

**A. Staff Governance**

**1. Staff Involvement in Faculty Governance**

Briefly describe and assess your staff's involvement in staff governance (staff council, grievance committees, etc.) over the past three years. What changes in involvement should be made and why?

**2. Strengths and Weaknesses of Staff Governance**

From your department's perspective, what are the strengths and weaknesses of the staff governance system?

**VII. FINANCE**

**A. Finance Summary**

Describe and assess your program's expenditures over the past three to four years, e.g., percentage of expenditures for personnel and non-personnel areas. Provide this information in tabular form rather than narrative. How has the distribution of expenditures changed over this period? With respect to your mission, what impact has this had on your programs, staff development activities, equipment replacement, student hires, or other areas? Who has responsibility for budget implementation/decision making?

**B. Staff Role in Budgeting**

Describe your staff's role in department budget planning.

**C. Grant Activity**

Describe your unit's involvement in grant writing and implementation.

**VIII. PHYSICAL RESOURCES AND STAFF SUPPORT**

**A. Staff Summary**

**1. Description of Staff and their Qualifications**

Complete Table 1 listing your current staff, their qualifications, and involvement in professional organizations. Assess your departmental support staff in terms of numbers, balance in workload distribution, and diversity. Do any of your staff have responsibilities in other units? Discuss how the Retirement Incentive Program, reorganization, and any other factors have impacted the number of staff over the past five years. In order to better achieve your mission, what changes should be made in staffing and why (Please discuss this with your leadership)? How will you evaluate whether these changes have been effective?

## 2. Staff Evaluation

Describe your process of staff evaluation and provide a summary of past evaluations, e.g., timeline, evaluation forms, etc.

## 3. Staff Recruiting and Retention

Describe recruiting efforts and results during the past three years. Have you had any difficulties recruiting excellent and diverse staff members? If so, why? Describe staff turnover during this same period. What are the primary reasons for staff turnover. What, if anything, should be changed in this regard?

## 4. Staff Development

Describe and assess staff development activities and opportunities during the past three years. What changes, if any, should be made in this regard?

## B. Physical Resources

### 1. Equipment

#### a. Equipment List

Please list and describe any significant equipment that helps you meet your mission.

#### b. Equipment Condition and Adequacy

What is the condition and adequacy of this equipment? What measures should be taken, if any? For example, is your computer equipment adequate for access to Banner?

#### c. Equipment Funding

What funds does your department use to replace equipment? Do you have an equipment replacement plan? If so, please include a copy in the appendices.

### 2. Facilities

#### a. Facilities Summary

Describe facilities (offices, conference rooms, etc.) used by your department/unit.

b. Condition and Adequacy of Facilities

What is the condition and adequacy of your facilities? Please describe aspects of that condition in need of immediate attention and improvement.

3. Additional Facility Needs

Are your program's needs for space being adequately met? If not, what additional kinds of space would meet those needs?

**IX. INSTITUTIONAL INTEGRITY**

Following are web sites of relevant UAF policies on institutional integrity (e.g., academic freedom, ethical standards, conflict of interest, fair treatment of employees and students, etc.).

<http://www.uaf.edu/uafgov/www/fspolicyindex.html>,  
<http://www.alaska.edu/bor/regulation/4r/r04-10.html>, and  
<http://www.alaska.edu/bor/policy/4p/p04-04.html>):

1. Institutional Compliance

Refer to these policies and identify any concerns you have about compliance by the university community.

2. Additional Departmental Policies

Identify any additional policies and/or standards specific to your unit and/or discipline and discuss any concerns you have about your department's compliance. How is this information communicated to your staff and constituents?

**X. TABLES**

Include completed Table 1

**XI. APPENDICES**

1. Provide a copy of the vita of each staff member.
2. Equipment list.
3. Departmental equipment replacement plan, if one exists.
4. Department policies
5. Staff Evaluation Forms
6. Any other material you would like to provide.

