DEPARTMENTAL REVIEWS

Materials to be sent to Departmental Reviewer prior to the on-campus visit should include the following:

1) Current College Catalog.

2) Departmental Mission Statement (if not in catalog).

3) Department Assessment Reports for the last five years.

4) Spreadsheet listing of all courses and enrollments for the last five years.

5) Course Syllabi.

6) Vitae for all full and part-time members of the faculty.

7) Departmental library holdings (The library can now provide a listing of the appropriate holdings.)

8) List of other important departmental holdings including audio-visual equipment, films, disks, tapes and other materials used in support of the educational program.

9) Other holdings such as equipment, texts or specialized materials used in support of the departmental program.

10) A narrative addressing the questions suggested in the Self-Study Template and other departmental concerns.