

How to Write Up a Department or Program Self-Study Report

We appreciate your participation as we work toward completing our university-wide Self Study for Accreditation Review in 2008. Attached you will find a template for writing up a report for your particular department or program. This template asks for information directly related to Standard Two (Educational Programs), and it will aid us enormously as we put together the big picture.

As you write your department's contribution to the self-study, please keep a few ideas in mind:

1. The chief purpose of your self-study is not only to satisfy accreditation standards, but also to thoughtfully and thoroughly evaluate how we're doing as educators. Essentially, it's an opportunity to see how your department has evolved over the last several years – what you are doing right and what could be strengthened.
2. Keep it simple. Be concise and use information, materials and resources you already have at your disposal.
3. Be candid about what you perceive as your department's challenges or weak spots.
4. Provide as much supporting documentation or evidence as you can. Please refer to the "Tools and Techniques for Program Improvement: A Handbook for Program Review and Assessment of Student Learning" for examples of documentation you can use as evidence. Also feel free to use other documents, such as your Department's Annual Report, Newsletters, etc., that give a good sense of your department's strengths.
5. Bear in mind that many of the standards will naturally overlap. If you have already provided information to the Accreditation Committee that replicates information for this document, please feel free to simply copy in what you have already prepared.

This report is due on January 30, 2007. Please submit a copy of your report, on hard copy (with supporting documentation) and via electronic file to the Dean of your College, and an electronic file to accreditation@wwu.edu. As we put together the overall self-study report, we may contact you if we need any further information.

Thank you once again for your hard work,
The Accreditation Self Study Team

Standard Two: Educational Programs

Undergraduate Programs

I. Introduction (1/2 page)

- A. Describe your department's overall mission, goals and outstanding qualities.
- B. Articulate how your department's mission serves or fits within the mission of the University.

II. Degree Programs and Objectives (1/2 to 1 page)

- A. Briefly describe each degree program and its specific objectives. How is this information published and communicated to students?
- B. Describe how the curriculum for these degree programs is created, periodically evaluated, and changed, especially noting faculty involvement in this process. Emphasize how the design of your degree or program exhibits coherence, breadth and depth of study, effective sequencing of courses, synthesis of learning, and the assessment of learning outcomes.
- C. Describe how the use of library and other university resources is integrated into this curriculum.
- D. If you have the data, give a sense of the numbers of majors you serve in each degree program. Do you see any trends in the number and quality of students attracted to your degree programs?
- E. Describe how students are advised in your department and assess the efficacy of this advisement process.
- F. Describe how you go about scheduling your courses for optimal learning and access.

III. General Education (1/2 page)

- A. Describe how your department serves non-majors and contributes to General Undergraduate Education. If you have the data, assess how many students you serve in this capacity and how you are assessing their learning in general education.

IV. Resources (1/2 page)

- A. Assess the adequacy of the resources available to further your department goals, including physical facilities, equipment, library holdings, and other various services used by your department.

V. Outcomes Assessment (1 page)

A. Briefly summarize the Outcomes Assessment Plan you are using (or planning to use) for your degree programs. Give a brief background of the process used to create this assessment plan, and articulate how far along the department is in the process. How have these assessment activities led to improvement of teaching or learning, or how do you project they will be applicable? If they have already led to changes in the curriculum, specify what results led you to these changes. Be candid about your strengths and challenges in this arena.

B. As an attachment to this report, please provide the full text of your Outcomes Assessment Plan, as outlined in “Tools and Techniques for Program Improvement: A Handbook for Program Review and Assessment of Student Learning.” Joe Trimble can provide an example of an Outcomes Assessment Plan. Also provide any supporting documents or evidence for Outcomes Assessment, including, but not limited to, departmental communications, assessment tools (such as sample course evaluations, etc.). Also, do you have any evidence to demonstrate the quality and achievement of current and former students? (such as alumni surveys, evidence of students accepted into advanced degree programs, evidence of student publications, departmental newsletters, etc.)

VI. Specific Recommendations from 1998 Accreditation Report

If there was a specific recommendation made for your department or program in 1998, please show how you have addressed this recommendation and any further steps you plan to implement. The full text of the report is available on the Provost’s website:

www.wvu.edu/cms/WWU.Provost/Planning/accreditation.html.

The report is titled “NW Association of Schools & of Colleges & Universities Report, 1998.” You can find recommendations in Standard Two, broken down by Colleges.

Graduate Programs

Dean Moheb Ghali will be gathering information on graduate programs across the university, and he already has much of the information we require. He may be contacting you at a later date to provide information on your specific degree programs as needed.

Summary Evaluation and Analysis For Standard Two (1 page)

1. What significant changes have taken place in your department since 1998? These can include any changes you made in response to the last accreditation report. Specify why you made these changes: what evidence led you to these actions?
2. What are the major strengths of your department? How does your department contribute to the strengths of the University?
3. What are the major challenges your department faces? These can be challenges both within the department and in relationship to the University (such as adequate resources, etc.)
4. What are the next, specific steps to take to further your department's goals?

Optional:

Narrations of particular "Success Stories" in regard to students that we could highlight as sidebars in the Self Study. And/or any particular quotes from students about your programs, taken from surveys or evaluations.

Accreditation Resources Website: <http://www.wvu.edu/depts/vpue/accreditation/>

Email: Accreditation@wvu.edu OR Brenda.Miller@wvu.edu

Accreditation Office: College Hall 237, Mail-Stop 9035

Phone: 650-4350

Accreditation Report Formatting:

1. Software:

- a. Microsoft Word, preferably. Save documents as either “.doc” or “.rtf” (*Don't submit .pdf files unless it's an appendix...they cannot be edited*).
- b. Give a clear and identifiable title. (e.g., accreditation08_Dept_final)

2. Margins – 1” all around

3. Double space the text

4. Font:

- a. Body: Palatino or Times Roman or equivalent, 12 pt.
- b. Headings - BOLD, in stand-alone paragraph

5. Data presentation: Use Excel and simple tables without fancy formatting, if possible. (Contact Gary McKinney, x/3409 with questions)

6. Narrative Text:

- a. 1 – 2 pg. summary (keep narrative text at a minimum) (*An example of good narrative text will be provided*)

Accreditation Resources & Information Website:

Bookmark and go direct: <http://www.wvu.edu/depts/vpue/accreditation/>

Or, go to the Provost page (<http://www.wvu.edu/depts/provost>)

Click the “Planning, Assessment & Accountability” section in the navigation bar

Click the “Accreditation” link

Click the “WWU Accreditation Resources Site” link

Email documents & questions to: Accreditation@wvu.edu

Hard copies to: Accreditation Office: College Hall 237, MS-9035

Questions about your report? Data presentation? Assessment methodologies?? Contact:

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x/3409