

An Outline for Writing Up a Self-Study report for Individual Colleges

Thank you for your participation in the University's Self-Study. Since much of the self-study, and the accreditation report itself, will be organized according to Colleges, you will play a key role in this process.

In the winter quarter of 2007, we will need each college to provide an overall self-study report, especially in regard to Standard Two (educational programs). We've provided a departmental template that will help you gather information from your departments to use in this report. Once you have all the information from your departments, you can use the attached outline to write up a summary and analysis of this information.

Since most of you already have quite a bit of this information articulated on your websites and other sources, please feel free to simply transfer that information into your report. You can also use printouts of pages from your website that can act as supporting documentation for the information and analysis you provide. Having all this information in one place will be of great help to us as we put together the Self-Study.

Once again, thank you so much for your participation, and let us know if you need any further help or information.

The Accreditation Self-Study Team

Standard Two: Educational Programs

I. Introduction

- A. Describe your college's overall mission and outstanding qualities (feel free to use material from your website).
- B. Articulate how your College's mission serves and enhances the mission of the University.
- C. List the goals (short term and long term) you have for your College.

II. Learning Objectives and Outcomes Assessment

- A. Describe the overall learning objectives for students who graduate from your College. Are these objectives periodically assessed?
- B. Summarize and evaluate how the degree objectives for individual departments serve to enhance or promote the learning objectives for the College. Are there any particular qualities that seem to create a sense of cohesion between the individual departments?
- C. Summarize and evaluate how well the individual departments and programs in your college are assessing learning outcomes for their programs.

III. General Education

Summarize how your College contributes to General Undergraduate Education. How does the College assess outcomes in General Education?

IV. Advising

Summarize the advising process (or processes) used in your College, and assess the efficacy of this advising process.

V. Resources

Assess the adequacy of the resources available to further your College's goals, including budget, physical facilities, equipment, library holdings, and other various services used by your College.

VI. Specific Recommendations from 1998 Accreditation Report

If there was a specific recommendation made for your College 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.

Summary Evaluation and Analysis For Standard Two (1-2 pages)

1. What significant changes have taken place in your College since 1998? These can include any changes you made in response to the last accreditation report. What has been the effect of these changes? If these changes were initiated by the College, specify why you made these changes: what evidence led you to these actions?
2. What are the major strengths of your college? How does your College contribute to the strengths of the University? What evidence can you cite that leads you to this conclusion?
3. What are the major challenges your College faces? These can be challenges both within the College and in relationship to the University (such as adequate resources, etc.) What evidence can you cite that leads you to this conclusion?
4. What are the next, specific steps to take to further your College's goals? What evidence leads you to take these particular steps?

Optional:

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