

Academic Program Annual Review Process

The Academic Department Annual Review serves several purposes:

- Encourages the faculty to regularly discuss departmental strengths, weaknesses, opportunities, and threats.
- Allows the chair to summarize proposed initiatives and prioritize them, keeping initiatives in a manageable one-year timeframe while also keeping a larger program vision in view.
- Positions the chair to recognize problems or challenges that emerge, and act quickly to address them
- Integrates multiple planning processes into one document, to promote coordinated efforts.

The overarching goal of this annual review is to articulate how the academic unit contributes to institutional strategy and priorities. EAB summarizes how this differs from the goal of traditional program reviews, or formal program prioritizations:

- During **traditional academic program review**, chairs evaluate how their departments contribute to their disciplines, rather than their departments' role in university strategy. Moreover, most program reviews take place every 5-7 years—and most chairs only stay in their role for about three.
- In **formal program prioritization**, provosts have to make a binary decision to invest more or fewer resources in programs instead of developing a unique, program-specific strategy for each department. As a result, prioritization is typically a stressful and contentious process that takes years to show results.

As we develop this process into a useful tool for leading your department, please feel free to provide feedback and questions.

2019-20 Annual Review

Introduction

Department Name:

College Name:

Department Chair:

Department Mission Statement (required):

Progress Update

Identified Initiatives During AY18-19

- 1.
- 2.
- 3.
4. Discuss progress on initiatives identified in the prior academic year. Explain any revisions to initiatives.
5. Summarize department highlights. (Provide a brief account of this year's significant happenings and department accomplishments.)

Department Effectiveness

6. Describe any curriculum updates. Include program or course changes, pedagogical changes, alignment restructure, etc.
7. Review department performance data (See Appendix Chair Report provided by OIRA. Use additional information (e.g., Drake Business Intelligence, other sources) as needed.)
 - a. Enrollment (# Majors, # Minors, Credit Hours Taken in Subject, Credit Hours Taught by Faculty). Provide narrative regarding enrollment trends with attention to future planning.
 - b. Course Utilization (overall fill rate - #seats taken/#seats available, number of sections offered). Provide narrative regarding capacity trends with attention to future planning.
 - c. Student Success (Percent DFW overall, Percent DFW by course). Describe the current trends regarding student success. Discuss the contributing factors.
8. Review any important internal or external factors that relate to department effectiveness, including both positive and negative factors (e.g., facilities, resources, staffing, outside influences, competition, stakeholder satisfaction).

9. Student Achievement Summary (summary of annual assessment report)
Information provided in AY 2018-19 Assessment Report

Planning for the Future

10. Based on the above data, list specific initiatives or goals your department will target to accomplish during the coming academic year.
11. What are your departmental high priority needs for the coming year?
12. What are departmental projected needs for the next 3-5 years? (Include staffing, space, budget, etc.)

Dean's Response

1. Provide your overall response to the degree of success this department achieved last year.
2. Provide your general assessment of the accomplishments and needs (including resources) for this department.

Provost's Response

1. Provide your overall response to the degree of success this department achieved last year.
2. Provide your general assessment of the accomplishments and needs (including resources) for this department.