

Department Systematic Review (DSR) Meta-Analysis
Office of Academic Affairs
Naropa University
20__-20__ Academic Year

Goals	Expected Outcomes	Activities	Timeline	Measure	Results/Suggestions (Department Perspective – Survey Results)	Results/Suggestions (Academic Affairs Perspective – Debriefing Meetings)	08-09 Status of Plans for Modifications	Plans for Future Modifications
<p>1) To engage all academic departments in a culture of planning and assessment.</p>	<ul style="list-style-type: none"> ♦ Faculty & administrators will articulate a clear understanding of the goals and objectives of program review and the review process. ♦ All departments will participate in an annual DSR. ♦ Academic Affairs will meet the NCA requirements for documentation and evidence. 	<ul style="list-style-type: none"> ♦ Conduct department systematic reviews on an annual basis. ♦ Build multiyear documentation for NCA. 	<ul style="list-style-type: none"> ♦ October – DSR.Prepare DSR.Mtgs ♦ Nov – Follow-up between departments and AA. <p>Minutes and action steps ratified.</p> <p>Revisions to documents submitted.</p> <ul style="list-style-type: none"> ♦ May/June - AA assessment of DSR. <p>Survey administered to departments.</p>	<ul style="list-style-type: none"> ♦ Timeliness in meeting deadlines. ♦ Adequate preparation and usefulness of materials. ♦ Participation by AA and depts. in evaluating and interpreting results. ♦ Comprehensive documentation of DSR and evidence of continuous improvement. 				

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2) To develop departmental capacity for comprehensive self-review.	<ul style="list-style-type: none"> ♦ Build an infrastructure that sustains planning and self-review (practices related to faculty leadership, budget analysis, and comprehensive curriculum development). ♦ Build a community of practice in which program review has an organic role and informs educational practice and decisions. ♦ Infuse student learning outcomes into pedagogy, curriculum, and program planning decisions. 	<ul style="list-style-type: none"> ♦ Provide training and support for departments to engage in self-review. ♦ Refine existing measures, and develop new ones, of department effectiveness. 	♦ Annual	<ul style="list-style-type: none"> ♦ Effective, proactive participation in DSR. ♦ Increased use and coordination by departments themselves of related practices such as budget analysis and planning, student learning outcomes assessment, and enrollment management. ♦ Increasing involvement of departmental faculty and staff in program review. ♦ Ongoing development and implementation of new measures. 				

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<p>3) To develop and strengthen assessment of student learning outcomes in each academic program.</p>	<ul style="list-style-type: none"> ♦ Each academic program will develop an assessment plan for student learning outcomes. ♦ Each academic program will engage in annual assessment of student learning outcomes and report their findings and interpretation. ♦ Each academic program will use information from the assessment process to make decisions and recommendations (e.g., faculty hiring needs, curriculum revisions). 	<ul style="list-style-type: none"> ♦ Consultations with each department prior to the DSR. ♦ Provide feedback on outcomes assessment plans and reports. ♦ Provide ongoing training and support in academic assessment. 	<ul style="list-style-type: none"> ♦ July 15 – Assessment reports (or plans) due to AA. ♦ August 15 – AA completes review of assessment reports (plans), and prepares response as part of fall DSR ♦ Spring semester - Assessment findings used in programming for next DSR, faculty training and development. 	<ul style="list-style-type: none"> ♦ All departments have assessment plans submitted and ready for review/approval. ♦ Assessment findings will be used in annual DSR beginning October 08. ♦ All chairs will have participated in one training session. ♦ Number of faculty participating in assessment training and writing annual reports increases each year. 				

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4) To assist departments in developing short- and long-term planning for curriculum and resources.	<ul style="list-style-type: none"> ♦ Depts. will identify resources that are already in place that can inform program improvement. ♦ Depts. will identify resources that are needed to practice evidence-based decision making. ♦ Depts. will develop short-term (day-to-day operations) planning that leads to achieving long-term goals for change. ♦ Depts. will develop long term planning to achieve program goals/ improvement/ transformation. 	<ul style="list-style-type: none"> ♦ AA provides training to departments in the development of academic plans tied to budget planning. ♦ Depts. submit annual analysis and develop plans tied to budgets and resources (SWOT). ♦ AA provides a context, i.e., iterative process of planning, assessment and plan modification. 	♦ Annual	<ul style="list-style-type: none"> ♦ Depts. utilize existing tools and resources in addressing current needs. ♦ Depts. commit to long-term goals and work backwards with short- term goals tied to identification /reallocation of resources over time. ♦ Depts. demonstrate flexibility and resilience in implementation to achieve established goals. ♦ Depts. offer solutions and proposals to AA, rather than ask AA to solve situations. 	4			

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<p>5) To support departments in taking primary responsibility for financial and enrollment management.</p>	<ul style="list-style-type: none"> ♦ Depts. will ensure proper funding for expected implementation practices or planned projects. ♦ Depts. will prioritize budget allocations and reallocations to initiatives and improvements recommended by outcomes-based assessment. ♦ Depts. will address enrollment management as it impacts the program/dept level and undergraduate/graduate institutional level. ♦ Depts. will monitor enrollment and retention year-to-year. 	<ul style="list-style-type: none"> ♦ AA establishes a budget framework that supports department aspirations and cross-unit collaboration. ♦ AA provides training in budget and enrollment management. ♦ AA provides access to University information, including financial and enrollment management data, gift accounts, etc. 	<ul style="list-style-type: none"> ♦ Annual/Ongoing 	<ul style="list-style-type: none"> ♦ Annual budgets tied to planning and enrollment management. ♦ Establishment of enrollment targets appropriate to departmental and institutional planning. 	<p>5</p>			

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<p>6) To assure department curricular alignment with the University mission:</p> <ul style="list-style-type: none"> ♦ Contemplative foundation ♦ Commitment to diversity ♦ Social engagement 	<ul style="list-style-type: none"> ♦ Departments will articulate the expected alignment between curriculum and University mission for each degree program. ♦ Departments will articulate the alignment between governance, curriculum, teaching practices, commitment to student learning in the campus culture. 	<ul style="list-style-type: none"> ♦ AA provides tools for departments to review, and as needed, build alignment. ♦ VPAA employs Chairs Council as forum for discussing missions and its implications for programs and curriculum. 	<ul style="list-style-type: none"> ♦ Annual/Ongoing 	<ul style="list-style-type: none"> ♦ Dept. planning, goals, and student learning outcomes articulate alignment. ♦ Depts. use appropriate governance structures for program and curriculum change. ♦ Student learning outcomes assessment reflects key features of the University mission. 				

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7) To create communication flow with Academic Affairs and across departments.	<ul style="list-style-type: none"> ♦ Ensure open lines of communication; build a culture of transparency. ♦ Ensure accuracy of institutional data. ♦ Identify key partners for interdepartmental communications. 	<ul style="list-style-type: none"> ♦ AA will identify appropriate persons to communicate expectations and results of DSR. ♦ Faculty committees will be informed about the DSR. ♦ Faculty in each department will be invited by the dept. into the process or informed of the DSR. ♦ VPAA will report annual DSR results to Senior Staff (President’s Cabinet) and Trustees’ Academic Affairs Committee. 	♦ Annual/ Ongoing	<ul style="list-style-type: none"> ♦ Increased effective participation by faculty, governance committees, and administrative units through use of relevant information. ♦ Use of DSR terminology and methods in campus deliberations. 				

<p>8) To build Academic Affairs' comprehensive understanding of programs and resources in order to develop a system-wide academic plan</p>	<ul style="list-style-type: none"> ♦ Build working relationship between departments and AA. ♦ Establish equitable mechanism for departments to request additional resources. ♦ Collate information, perspective, and hypotheses to fuel writing of academic plan. 	<ul style="list-style-type: none"> ♦ Provide forum for departments to inform AA about department programs, resources, and needs, and vice versa. ♦ Identify communication and training needs of departments. ♦ Establish process with Chairs Council and Faculty Executive Committee for joint review of DSR materials and production of academic plan. 	<p>06/07 Yr. 1 07/08 Yr. 2 08/09 Yr. 3 09/10 Yr. 4 – Academic Plan</p>	<ul style="list-style-type: none"> • Increased trust and integrity demonstrated by collaborative efforts as they impact Academic Affairs. • AA ability to respond to and work with departments based on evidence, equity, shared information and relevant governance mechanisms/ processes. • Implementation and effective use of governance structures. • Submission of an academic plan. 				
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