Illinois College has a process of regular departmental and program review. These reviews should encourage faculty reflection on department and program goals for students and the achievements of students, allow faculty to compare current curriculum and pedagogy with practices at other institutions, and enable the department or program to host a review team, consisting of two faculty with expertise in the discipline or interdiscipline from other colleges.

Departments or Programs planning a review should use the following framework and timeline.

1) Choosing the Review Team
   At the beginning of the semester preceding the scheduled review, the Department or Program faculty will consider possible reviewers. This first step is critical because a successful review hinges on having strong reviewers who can provide useful feedback to both the department and the Dean. Ideally, these reviewers will have the rank of associate professor or above and come from a small liberal arts college whose relevant department or program is particularly admired by Illinois College faculty. See Appendix A for a suggested list of schools to consider when looking for possibilities. Please avoid recommending more than two individuals from a single institution. Preferably, each of the recommended reviewers will be from separate institutions. The department will provide a list of at least six recommended names of potential reviewers to the Dean, along with contact information and details regarding rank, what institutions they attended, teaching and research areas, leadership roles held at their current institution and a rationale of why these reviewers would be helpful in assessing the department or program. In consultation with the Dean's Advisory Committee, the Dean will create a list of approved reviewers in order of preference. The Dean will invite the reviewers from this list, after consulting with the Department or Program regarding the best time for the review.

2) Writing a Self-Study
   The Chair of the Department or Program carrying out the review will lead colleagues in writing a self-study. The Dean will read this self-study and forward it to the outside review team. The self-study should be submitted to the Dean’s Office seven weeks before the review team is expected to visit campus. See Appendix B for additional guidelines for the self-study report.

   In addition to the self-study report, the Dean will make available to the review team assessment data, letters and enrollment information for the past two years which relates to the Department or Program. At the time that the self-study is submitted, the Dean will also add current CVs for faculty and syllabi for courses being taught. After receiving the materials, the review team may request additional information, which the Dean and Department or Program chair will endeavor to provide.

3) Planning the Review Team’s Visit
   The Dean’s Office will create the review schedule which will run Sunday evening through Tuesday noon. See Appendix C for a sample schedule. On Sunday evening there will be a group dinner that includes the reviewers, the Department or Program members, division representatives and the Dean. The first meeting on Monday will be with the Dean, followed by a series of scheduled meetings that will include a department meeting, meetings with the individual department members, a meeting with division representatives and other relevant
faculty or offices. Some optional meetings may include career services, admissions or a member of the Education department. If appropriate, the schedule will include meetings with faculty from other departments or interdisciplinary programs. The Department or Program Chair will arrange for students to eat lunch with the reviewers and encourage majors/minors to attend an open meeting with the reviewers at the end of Monday’s schedule; no Illinois College faculty will be present at lunch or the open meeting. Monday evening will be free for the reviewers to work on their report. Tuesday morning may include more scheduled appointments and if possible, additional time for the reviewers to work on the report. Tuesday will conclude with a meeting between the reviewers and the Dean.

4) The Reviewers’ Report
The Review Team is asked to send its report to the Dean within six weeks of the team’s visit to Illinois College. The Dean will share the report with the Dean’s Advisory Committee and forward a copy of the report to the Chair of the Department or Program, who will discuss it. The Dean and the Chair of the Department or Program will normally meet to discuss the report. Normally, within six weeks of receiving the report, the Department or Program will write a response to the Dean, indicating any changes under consideration in curriculum, pedagogy, goals for students, or any other issues.
Checklist for Departmental or Program Review

Review Scheduled for ______________________ (indicate spring/fall and year)

_______ Due Date for Proposed List of Reviewers to Dean’s Office

Information to be included:

✓ Faculty name, with rank (should have rank of Associate Professor or higher)
✓ Name of institution (preferably a small liberal arts college with admirable department or program)
✓ Contact Information
✓ Background Information about potential reviewer. Where and when degrees were received; relevant teaching or research areas.
✓ Rationale for proposing faculty member as possible reviewer
✓ Reminder: no more than two recommended faculty from a single institution; preferably all recommendations are from separate institutions.

_____ Due Date for Self-Study to Dean’s Office

Reminders/Checklist:

✓ Describes goals, curriculum, accomplishments of department and expertise of faculty
✓ Highlights strengths of program/department
✓ Indicates problems facing department/program
✓ Includes other issues or questions which faculty would like the outside review team to address
✓ All faculty should have current vitae on file in the Dean’s office
✓ All syllabi for courses being taught in the department should be on file in the Dean’s office

_______ Dates of Review Teams Visit

Reminders/Checklist:

✓ Go over schedule with department
✓ Provide Dean’s office with list of faculty able to attend Sunday night dinner
✓ Recruit students to have lunch with review team on Monday
✓ Promote open meeting for majors with Review Team on Monday afternoon
Appendix A

Suggested List of Colleges/Universities for reviewers

Albion
Alma
Augustana
Beloit
Coe
Cornell
Hanover
Knox
Hiram
Illinois Wesleyan University
Kalamazoo
Lawrence
Luther
Monmouth
Wabash
Wittenberg
Appendix B

Guidelines for Departmental Review Self-Study Report
The self study offers each department or program an opportunity for reflection about the curriculum and student learning. A strong self study includes the results of department or program focus on the strengths and challenges facing the faculty. It’s a chance to ask experts in the field how well you are doing and how you might improve. It is an intellectual document, not a persuasive one. Departments and programs have the opportunity for this reflection rarely, about once a decade. Use it to think about yourselves and learn from the reviewers.

The self-study provides the reviewers with the information they will need to prepare for their visit so that their time on campus can be as productive as possible. Please note that reviewers will be receiving the following information IN ADDITION to your self-study; you can refer to these documents in your report:

- CVs for everyone who teaches in your department
- Syllabi for all courses taught
- A current course catalog
- A document that explains the general education program, The Blueprint
- Copies of the past two department assessment reports, including response letters from the Assessment Committee (and any other related correspondence)
- Enrollment numbers for the past three years
- A Fact Sheet that provides current statistics about our student body
- College and Division Workload Summary

Once the self-study is complete, the Dean will write a letter to the reviewers including her own questions. This letter will be included in the packet of materials sent to the reviewers and the department will receive a copy.

Essential Components of the Self-Study Report
1. Description of the structure of your department – number of faculty/instructors (can give some history if this number has fluctuated), areas of expertise, etc. Remember that they will receive CVs for each faculty member in your department or associated with your program.
2. Curriculum/philosophy/goals of your department – what is the rationale for your curriculum? The reviewers will receive copies of the course catalog so you can refer to those materials and explain the thought process for how you have designed your requirements for a major and minor.
3. Description of students – provide the reviewers some background on the students you are often working with; this can include information about the number of first-generation students you work with, average level of preparation, career goals, achievements and anything else that would help them understand what you are dealing with in the classroom.
4. Perceived strengths of department – what are you proud of as a department? This might be where you discuss student/faculty research, student publications/presentations, graduate school placement, job placement, service-learning opportunities, etc. If you choose to discuss these and similar topics, please provide the detailed information that will help reviewers understand your
work. For example, numbers of students engaged in research, percentage of graduates in graduate programs, or numbers of courses using service learning.

5. Challenges facing your department – this is the section where it is important to be as objective as possible. Your department may already have thoughts on how to meet some of these challenges, but it would be best to just present the facts and see if the reviewers come to the same conclusions or have alternate suggestions on how to address the issues.

6. Additional information that you could include, if relevant to your department (some of this information may have been covered in your section on strengths or challenges):
   - Student/faculty research opportunities
   - Student publications, student presentations both on and off-campus
   - Internship opportunities
   - Service-learning opportunities
   - Comparison of program to referent schools
   - Charts that show the number of students your department serves in comparison to other departments – percent of student body enrolled in classes; number of graduating majors/minors, enrolled students by FTE.

7. Specific questions that you would like the reviewers to consider during the process. Again, try to be objective when framing your questions. Include questions to which you genuinely would like answers. Choose questions whose answers might help you improve student learning.

   For example:

   What suggestions do you have for how our department can provide opportunities for student/faculty research?

   Instead of

   Do you think we need to hire an additional faculty member in order to provide more opportunities for student/faculty research?
Appendix C

Sample Schedule for Visit of the Review Team

Sunday
5:45 PM Review Coordinator picks up reviewers at Hampton Inn for dinner
6:00 PM Dinner at Dean Tobin’s home – includes department members, division leaders, other relevant faculty and reviewers

Monday
8:00– 9:00 a.m. Meet with Dean Tobin (Review Coordinator will meet reviewers in Tanner downstairs lobby and escort them to Dean Tobin’s office).
9:00 – 12:00 p.m. Meetings (TBD based on faculty schedules) – department chair, individual faculty members, entire department together, division chair and DAC division representative
12:00 – 12:50 p.m. Lunch with students
1:00 – 4:00 p.m. Meetings (TBD based on faculty schedules) – department chair, individual faculty members, entire department together, division chair and DAC division representative
4:15 – 5:00 p.m. Open Forum with majors and minors

Evening Reviewers will dine on their own, use evening time to begin draft of report.

Tuesday
- Additional meetings with faculty/staff if not able to fit on Monday schedule or requested by reviewers
- Exit meeting with Dean Tobin
- Review schedule ends by noon at the latest