**TEMPLATE FOR DEPARTMENT REVIEWS AT
OLD DOMINION UNIVERSITY**

**Executive Summary**

The department review should include a brief, 2-page summary that summarizes the analyses for sections 1, 2 and 3 of the report.

**Section 1: What is the current state of the department?**

* Department Overview: Provide a brief overview of the department, including:
	+ History, mission, and priorities
	+ To what extent do the mission and priorities align with the College and University?
	+ In the last 5 years, what were the most significant accomplishments, challenges and major changes that occurred?
* Academic Programs: Present information about enrollment trends, challenges and/or opportunities for sustaining programs, disciplinary trends, market demand for degree programs and certificates in the departments. The following areas should be included:
	+ Summary of each degree program or certificate
		- Mission
		- Student learning outcomes
		- Format (i.e., face-to-face, online, blended)
		- External reviews or specialized accreditation dates, if applicable
	+ Based on the data provided by the offices of Institutional Effectiveness and Assessment and Institutional Research, provide a summary of the success and challenges encountered in recruitment, enrollment, retention, graduation rates, and student and alumni satisfaction
		- What are the five-year trends for enrollment, retention and graduation rates? What are the trends in student and alumni satisfaction?
		- What is the department’s response to those trends?
		- How well is the department recruiting and retaining a diverse student population?
* Student Learning and Support: Discuss analyses of student learning, assessment activities, changes or improvements made based on assessment data to improve student learning, and student support services provided. The following questions should be addressed:
	+ How well do program curricula align with the student learning outcomes? Provide a curriculum map where possible.
	+ Considering a few years of data, how well are students achieving the outcomes?
		- What is the department’s response to the trends?
	+ What changes or improvements have been made based on assessment data?
	+ How well do the department’s support services (i.e., advising, mentoring, tutoring, etc.) and educational practices (i.e., internships, study abroad, undergraduate research, etc.) enhance student success and learning?
* Faculty and Staff Activities: This section should provide a profile for the departmental faculty and staff, including research, creative activities, scholarly work, teaching, community engagement, and faculty expertise and expectations. The following questions should be addressed:
	+ How is success or productivity defined? How is that communicated to faculty and staff?
	+ How well are faculty and staff meeting departmental expectations?
	+ Based on data provided by Academic Affairs and Institutional Research, what are the five-year trends for the number of full-time faculty in the department?
		- How well is the department recruiting and retaining diverse faculty?
	+ How well does the department support faculty and staff (i.e., mentoring, professional development, etc.)?
	+ How well do departmental faculty and staff engage with ODU, local, national and international community (this could include inter- or trans-disciplinary word, community engagement or service learning projects, or research)?
	+ How well are faculty credentials aligned with degree and certificate programs?

**Section 2: Where does the department hope to be in five years?**

In this section, departments should draw upon the information provided in part 1 and think forward.

* Based on the information presented in section 1, what is the five-year vision and goals afor the department? The five-year vision and goals should consider academic programs, student learning and support and faculty and staff.
	+ How will the vision and goals be assessed?
* When synthesizing the areas in section1, what were the gaps identified (if any)? Note that section 3 will ask for how those gaps will be addressed.
* Describe the current resources available to the department and its capacity to achieve the five-year vision and goals.
	+ Personnel (part- and full-time faculty, administrative professional faculty and support staff).
	+ Financial
	+ Facilities (classrooms, office space, lab space and equipment)
	+ Technology and support
	+ Other resources to accomplish department’s goals

**Section 3: How will the department achieve its goals?**

As part of Department Review, departments are required to develop an improvement plan that includes specific details on how the department will achieve its vision and goals.

* Improvement Plan: Describe the department’s five-year plan to address any gaps identified and how it will achieve the vision and goals outlined in section 2. The department should identify 3-5 *high-priority­* items that will help improve academics, student learning and support, and/or faculty and staff over the next five-years. The items should be informed by data presented in section 1 and internal or external challenges the department may face. Items may include new, modifications to current initiatives, or elimination of initiatives. The following questions should be considered:
	+ Based on the analyses of departmental review data, what are the department’s strengths, weaknesses and opportunities for improvement?
	+ What can the department accomplish with existing resources?
	+ What additional resources are required (if any)?
* Implementation Items: In the table below, enter the 3-5 *high-priority­* items identified for implementation over the next five years. Include the following:
	+ Specific areas where improvement is needed
	+ Evidence supporting change(s)
	+ Person(s) or area(s) responsible for implementing change(s)
	+ Proposed timeline for implementation
	+ Resources needed to successfully implement change(s) (i.e. personnel, financial, facilities, etc.)
	+ How the changes will be assessed

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| Item #1 |  |  |  |  |  |
| Item #2 |  |  |  |  |  |
| Item #3 |  |  |  |  |  |
| Item #4 |  |  |  |  |  |
| Item #5 |  |  |  |  |  |