

## **Step 1: Self-Study Preparation**

As part of the self-study process, the department/office prepares a self-study report with the following sections.

### ***Section 1: Outcomes and Achievements:***

- | 1. Based on evidence from assessment and evaluation efforts, describe the outcomes and achievements of the department/office over the last five years. Specifically provide evidence that demonstrates the quality and effectiveness of the department or office. Provide peer comparisons whenever possible.
- | 2. Using available data, describe changes to your department over the last five years and provide your interpretation of the department's performance on those measures.

### ***Section 2: Programs and Services***

#### ***A. Program Quality***

*This section must be linked directly to evidence acquired through assessment and evaluation of the department.*

1. What are the performance outcomes for the department?
2. Describe how these outcomes are aligned with established professional or national standards (if available)?
3. Provide a copy of the departmental evaluation plan and describe how that plan is being carried out.

#### ***B. Student and Program Demand***

*Assertions in this section must be supported by internal demand and/or market data.*

1. How does the program contribute to student development?
2. What is the current and future demand for the department services?

### ***Section 3: Constituents and external stakeholders***

#### ***A. Needs assessment:***

1. Who are the critical stakeholders for the department?
2. How does the department learn about the needs, perceptions and priorities of constituents and stakeholders?
3. How has evaluation data informed program and service revision and development?

#### ***B. Collaboration:***

*Describe your current and possible future collaborations with:*

1. Other units within St. Cloud State University
2. Other colleges and universities within MnSCU
3. Other colleges and universities nationally, and internationally
4. Community organizations, business, industry, and government

#### ***C. Community Engagement:***

1. How does the department contribute to the community?

2. Does the department share its expertise with local groups?
3. Does the department sponsor activities which are open to and/or benefit the community?

#### **Section 4: Strategic and Resource Planning**

1. Provide your current department mission, including date of last revision
2. Provide your current department strategic plan, including date of last revision
3. How does the department align with and support the University's mission, vision and learning commitments? Specifically, how has the unit contributed to the achievement of SCSU's Strategic Action Plan?
4. Provide an evaluation of currently available department resources. What resource adjustments or reallocations will need to occur in order to address future programmatic, student and/or stakeholder needs and demands?
5. Assuming current rates of funding, what programmatic changes will need to occur to address these resource constraints?

#### **Section 5: Staff**

1. How does the department create a positive climate within the unit? How does it promote and facilitate personal and professional development of its faculty and staff?
2. What are the long-term hiring needs of the department and how does the unit promote the recruitment and hiring of diverse faculty and staff?

#### **Section 6: Leadership and Governance**

1. How does your unit/office encourage engagement and innovation among all members of the unit in department activities and programs?
2. How does the unit/office contribute to the institution? How are staff involved in university-wide committee work?

#### **Section 7: Future Direction and Continuous Improvement**

*(This section should provide a self-evaluation of the department's strengths, weaknesses, and possible future directions based on assessment and evaluation findings, changing student demographic, market and trend data, and information on disciplinary changes, best practices, student interest, etc.)*

- What are the changing dimensions of the services provided by the department? What are the directions of the services at peer institutions? How is the department staying abreast of national best practices and innovations?
- What are the department's strengths? What are the departmental plans to capitalize on its strengths? What are departmental plans to overcome self-perceived weaknesses?
- Where does the department see itself in 5 years?