**Step 1: Self-Study Preparation**

As part of the self-study process, the department/program 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/program over the last five years. Specifically provide evidence that demonstrates the quality and effectiveness of the department or program. Provide peer comparisons whenever possible.

2. Using data from the department/program dashboard, describe changes to your department over the last five years and provide your interpretation of the department or program’s performance on those measures.

**Section 2: Programs and Services**

A document will be provided to the department or program that contains the official description of its degree programs, including the degree maps and course lists with the credits and descriptions appearing within the University catalog and MnSCU Program Inventory. The department should provide any updates to the official documentation in this section.

**A. Program Quality**

This section must be linked directly to evidence acquired through assessment and evaluation of the program, including the direct and indirect assessment of student learning outcomes.

1. What are the student learning outcomes for each program?
2. Describe how these outcomes are aligned with established professional or national standards.
3. Provide a copy of the departmental assessment plan and describe how that plan is being carried out as well as copies of the last five annual assessment reports, including program improvements that have occurred based on assessment findings.

**B. Services or Other Non-degree Programs**

1. How does the program contribute to student development outside of the classroom?
2. How are students advised? (Include a copy of the departmental advising plan.)
3. Describe any student organizations that correspond with programs in the department and how these co-curricular activities are integrated with the academic programs.
4. Provide examples of student-faculty research/scholarship/creative projects. What opportunities does the department provide for student leadership development? For internships? For joint sponsorship of workshops and seminars?

**C. Program Demand**

Assertions in this section must be supported by internal demand and/or market data.
1. What is the current and future demand for the program?
2. How does the program respond to current and future local, regional, state and/or national needs?
3. What are the changing economic, cultural, or social factors that affect the program?
4. What does data indicate about employment opportunities in the careers your students pursue? What are the projections for the growth in jobs that your graduates are likely to pursue?
5. How is this program distinctive? Are similar programs offered elsewhere in the state? What makes this program unique?

Section 3: Constituents and external stakeholders

A. Needs assessment:
   1. Who are the critical external stakeholders for the department or program?
   2. How does the department or program learn about the needs, perceptions and priorities of constituents and external stakeholders, such as employers, graduate schools, educational and community partners, and alumni?
   3. How has needs assessment 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 program/faculty 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/program mission, including date of last revision
2. Provide your current department/program strategic plan, including date of last revision
3. How does the department or program align with and support the University and college/school mission, vision and learning commitments? Specifically, how has the unit contributed to the achievement of SCSU’s Strategic Action Plan and your college/school strategic plan?
4. Provide an evaluation of currently available department resources (financial, library holdings, facilities, equipment, technology, etc.). What resource adjustments or reallocations will need to occur to address future programmatic needs as well as those of students?
5. Assuming current rates of funding for students and existing resources, what programmatic changes will need to occur to address these resource constraints?
Section 5: Faculty and Staff
1. Provide a current vita for all faculty and staff in the department or program.
2. How does the faculty members' professional training and experience relate to the academic program(s) offered? What are the faculty members' activities relative to University, college and departmental goals, teaching, scholarly activity/research, student growth, and community service?
3. How does the department or program create a positive climate within the area and facilitate personal and professional development of its faculty and staff?
4. How are contingent faculty trained and supported to ensure that programmatic quality and student support is maintained?
5. What are the long-term hiring needs of the department or program? How does the unit promote the recruitment and hiring of diverse faculty and staff?

Section 6: Leadership and Governance
1. Provide the current department/program policies and procedures, including the dates of the most recent revisions.
2. Describe the process by which departmental or programmatic decisions are made.
3. How does your department/program encourage engagement and innovation among all members of the unit in both department activities and programs?
4. How do you engage in department chair development and transition?
5. How does the department or program contribute to the institution? How are faculty members involved in university-wide committee work?

Section 7: Future Direction and Continuous Improvement
(This section should provide a self-evaluation of the program'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.)
1. What are the changing dimensions of the discipline? How are the needs of graduates and employers changing? What are the directions of the programs at peer institutions? How is the department staying abreast of disciplinary changes?
2. What trends are taking place in the department's offerings/programs?
3. What are the program's strengths? What are the program/departmental plans to capitalize on its strengths? What are departmental plans to overcome self-perceived weaknesses?
4. Where does the program see itself in 5 years?
5. What factors/conditions should be taken into account when considering the future of the program (e.g. a large number of upcoming retirements)?