

POLICIES AND PROCEDURES FOR ANNUAL DEPARTMENTAL REPORTS

The Departmental Report will consist of four parts. Parts A, C and D will be prepared by the department, Part B by the Registrar's Office for review and editing by the department.

The entire document will be distributed to the President, Provost, Deans' Council and Archives. Parts A and B only will be distributed to College Advancement, Admissions and Van Wylen Library. Parts C and D only will go to the chair of the Assessment Committee. **To help make the copying process easier, please start each "part" on a new page.**

Policies:

1. Every department is required to submit an annual report covering the previous calendar year.
2. The person chairing the department at the time the report is due is responsible for preparing and submitting the annual report.
3. Requests for data from the Registrar's office must be submitted by March 1.
4. Routing requirements:
 - a. Submit the original to the dean of your division.
 - b. The dean will collect reports for each division and forward the entire set to the Provost.
 - c. The Provost will assemble and distribute notebooks.
5. Reports are due to deans on or before June 1, to the Provost on June 15.

Rationale for these policies:

Since the information to be assembled in these reports will have broad usefulness, we plan to disseminate it to all major areas on campus. The reports will be invaluable at accreditation time (e.g., North Central Association of Colleges and Schools, ACS, NASAD, NAST, etc.) as well as for completion of questionnaires and preparation of proposals for funding. Both the archival and the publicity value of these reports should be obvious.

Departments are encouraged to send a report to departmental alumni at least once every five years.

GUIDELINES FOR ANNUAL DEPARTMENTAL REPORTS

Part A – Departmental Accomplishments (Be concise, please!)

I. MISSION AND STRATEGIES

The department has both a clear and defined mission aligned with that of the College and cohesive, demonstrable strategies to achieve that mission.

(A department should review its Mission Statement and strategies at least every three to five years. In such years, the departmental report should emphasize the results of the review. In other years, the department report should deal with what was stressed during the previous year, the tactics employed, etc.)

II. INTERNAL RECOGNITION

The department has achieved recognized success within Hope College by such means as:

- Excellence of teaching
- The development and implementation of the curriculum
- Active discussion of the effectiveness of current pedagogy and incorporation of new pedagogies appropriate to the discipline
- An appropriate balance between general education and the major
- A commitment to multicultural diversity
- The appropriate incorporation of technology into teaching and learning
- The integration of learning with faith and faith with learning
- Evident leadership within and beyond the department
- A positive spirit and vitality that create community, and support and enhance the work of faculty, students and the broader College community
- Involvement with interdisciplinary programs/initiatives
- A demonstrated ability to attract, retain and graduate excellent students
- Other

Please evaluate the degree to which your department has “achieved recognized success within Hope College.” Please include specific examples, drawing from the list of bullet points, above.

III. EXTERNAL RECOGNITION

The department has achieved and sustains recognized success beyond Hope College by such means as:

- Accreditation
- Grants

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- Awards (for innovative curricula, for effective capstone courses, for internship programs, etc.)
- Scholarship, creative work and professional activity (organization of conferences, editing, leadership of regional and national professional organizations, etc.)
- Success of alumni and current students
- A commitment to multicultural diversity
- A demonstrated positive connection to the local and regional communities
- Other

Please evaluate the degree to which your department has “achieved and sustains recognized success beyond Hope College.” Please include specific examples, drawing from the list of bullet points, above.

IV. STUDENT LEARNING BEYOND THE CLASSROOM

Students contribute to the intellectual vitality of the Hope community by such means as:

- Collaborative student/faculty research
- Independent studies, internships, service learning, and other off-campus experiences
- Performances
- Student leadership of department and disciplinary endeavors
- Other

Please evaluate the degree to which students in your department “contribute to the intellectual vitality of the Hope community.” Please include specific examples, drawing from the list of bullet points, above.

Part B – Information

1. Data Prepared by Registrar’s Office (edited by department)

The chairperson is responsible for reviewing and, if necessary, correcting the data. Evaluative comments may be added at her/his discretion. All requests for data from the Registrar’s Office must be made by March 1.

2. Budget Data

A copy of the final budget printout for the fiscal year which ended June 30 of the calendar year covered by the Annual Report and the most recent budget printout for the fiscal year which began on July 1 of that year.

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A summary of the use(s) made of any discretionary fund(s) which your department administers in addition to its operating budget.

Part C – Student Assessment Activities (Please attach a copy of your department's assessment plan.)

1. To what degree has your department developed and implemented an effective assessment plan which provides evidence that students are meeting learning goals?
2. What assessment of student learning did you do last year?
3. What did you find?
4. What, if any, changes are you considering as a result?
5. What are your assessment plans for next year?

Part D – Summary and Future Plans

1. An evaluative summary of the year – based on Parts A, B, and C
2. A brief statement of the department's vision of and plans for the future (short-range and five-year) based on D.1
3. An account of special resources (facilities, equipment, additional faculty/staff, budgetary increases, etc.) required for the future.
4. An evaluation of the College's support for the department's current use of technology and a summary of the department's projected needs for the future.

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/provost/share/dept chairs/guidelines