



Academic Program Review: June 1, 2004–May 31, 2005

Unit: Department of History and Philosophy

Part III Academic Program Review

Instructions:

1. Complete this section if the review of one or more programs in your department was completed during 2004-2005 **OR** if one or more of your programs did not address recommendations received in previous years.
2. Copy and paste to add another program and table or additional rows for recommendations.
3. Insert additional rows or delete extra rows in tables as needed.

Undergraduate Program: History

| Program Review Committee Recommendations | Responses to Recommendations (Describe changes or improvements.) |
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| 1. Ensure that the information provided for the Undergraduate History Program in the <i>Undergraduate Catalog</i> is current and complete. (2) | Catalog descriptions were reviewed and edited to ensure they were complete and current. Catalog not yet issued. |
| 2. Develop and implement a formal process for periodically evaluating the curriculum in the Undergraduate History Program and documenting any changes to improve the curriculum. (6c) | Department has standing curriculum committee. Subcommittees formed to evaluate and initiate changes. |
| 3. Develop, implement and evaluate regularly an orientation program for majors and minors that will enhance the recruitment and retention efforts of the Undergraduate History Program. (11c) | Required Historiography class has orientation for history majors built into it. |
| 4. Develop and implement procedures for the training of advisers in the Undergraduate History Program. (12a) | Created History Advisor Handbook for distribution to advisors. |
| 5. Systematically evaluate the advisement process for the Undergraduate History Program and document how the results of the evaluations are used to improve the process. (12c) | Created and gave exit opinion poll of graduates. Issues addressed in Advisors Handbook. |
| 6. To support strategic planning efforts by the department, develop a unique mission statement for the Undergraduate History Program or address the mission of the undergraduate program within the context of the current mission statement for the department. (39a) | Committees formed to develop program specific mission statements addressing each program's unique needs and goals. |
| 7. Develop goals specific to the Undergraduate History Program. (39b) | Created learning outcomes for program in Spring 2004. |

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| 8. Develop and implement a formal planning and evaluation process. (40) | |
| 9. Systematically assess and document the progress of the Undergraduate History Program in achieving its goals. (41) | Learning outcomes and majors assessment implemented in 2005. |
| 10. Address in its strategic plan some or all of the developments envisioned by the Undergraduate History Program in the next five years. (42i) | Issues addressed in Strategic Action Plan. |
| 11. Systematically document how the results of evaluations of instruction in the Undergraduate History Program are used to improve teaching effectiveness. (43c) | Assessment is passed on to faculty to make changes in committees. Classroom evaluations are shared with faculty and discussed with lecturers and tenure-track faculty in meetings with the chair. |
| 12. Develop and implement a mechanism for systematically measuring the performance of its graduates to determine the strengths and weaknesses of the Undergraduate History Program. (45) | Program assessment initiated in Spring 2005. Process is an exit interview and exam. |

Undergraduate Program:

Philosophy

| Program Review Committee Recommendations | Responses to Recommendations (Describe changes or improvements.) |
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| 1. Develop and implement a formal process for periodically evaluating the curriculum in the Undergraduate Philosophy Program and documenting any changes to improve the curriculum. (6c) | Learning outcomes created in 2004 and students examined in Spring 2005. Philosophy faculty started evaluating and revising curriculum. |
| 2. Develop, implement and evaluate regularly an orientation program for majors and minors that will enhance the recruitment and retention efforts of the Undergraduate Philosophy Program. (11c) | No formal orientation process created yet. |
| 3. Develop and implement procedures for the training of advisers in the Undergraduate Philosophy Program. (12a) | Advisors Handbook created in Spring 2005. |
| 4. Systematically evaluate the advisement process for the Undergraduate Philosophy Program and document how the results of the evaluations are used to improve the process. (12c) | Changes addressed in Advisors Handbook. |
| 5. To support strategic planning efforts by the department, develop a unique mission statement for the Undergraduate Philosophy Program or address the mission of the undergraduate program within the context of the current mission statement for the department. (39a) | Faculty instructed to develop a philosophy program mission statement in Fall 2005. |
| 6. Develop goals specific to the Undergraduate Philosophy Program. (39b) | Goals established and part of the learning outcomes in 2004. |
| 7. Develop and implement a formal planning and evaluation process that systematically assesses and documents the progress of the Undergraduate Philosophy Program in achieving its goals. (41) | Assessment of majors carried out in Spring 2005. |
| 8. Address in its strategic plan some or all of the developments envisioned by the Undergraduate Philosophy Program in the next five years. (42i) | Goals envisioned are addressed in the Strategic Action Plan. |
| 9. Systematically document how the results of evaluations of instruction in the Undergraduate Philosophy Program are used to improve teaching | Assessment used to develop curriculum. |

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| effectiveness. (43c) | |
| 10. Develop and implement a mechanism for systematically measuring the performance of its former students to determine the strengths and weaknesses of the Undergraduate Philosophy Program. (45) | No process developed yet. |

Graduate Program:

History

| Program Review Committee Recommendations | Responses to Recommendations (Describe changes or improvements.) |
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| 1. Ensure that the information provided for the Graduate History Program in the <i>Graduate Catalog</i> is current and complete. (2) | Catalog material reviewed and approved for publication. |
| 2. Develop and implement a formal process for periodically evaluating the curriculum in the Graduate History Program and documenting any changes to improve the curriculum. (7c) | Graduate Committee met in Spring and made suggested revisions to curriculum to be sent for approval of University Graduate Faculty. Committee plans to review curriculum every five years analyzing student success and outcomes. |
| 3. Develop and implement strategies for more aggressively recruiting students for the Graduate History Program. (9b) | Students are introduced to graduate program in required Historiography class and students with appropriate GPA are identified when they file for graduation and are sent letters requesting an interview with the chair to discuss graduate programs. Department has requested stipend for assistantships increase. |
| 4. Periodically review the effectiveness of the career orientation segment of the HIST 6300 (Historiography and Historical Method) course. (12c) | Orientation reviewed and 100% of graduates over last 5 years employed in the field. |
| 5. Develop and implement procedures for the training of advisers in the Graduate History Program. (13a) | Procedures for picking thesis chairs and writing degree plans are developed and shared with graduate advisor. |
| 6. Systematically evaluate the advisement process for students in the Graduate History Program and document how the results of the evaluations are used to improve the process. (13c) | Students now are required to make a degree plan during their first semester and the process for choosing thesis chairs has been formalized. |
| 7. To support strategic planning efforts by the department, develop a unique mission statement for the Graduate History Program or address the mission of the graduate program within the context of the current mission statement for the department. (39a) | Graduate faculty charged to complete a mission statement by the Fall 2005. |
| 8. Develop goals specific to the Graduate History Program. (39b) | Learning outcomes for graduate program created in Spring 2004. |
| 9. Systematically assess and document the progress of the Graduate History Program in achieving its goals. (41) | First assessment of learning outcomes carried out in Spring 2005. |
| 10. Address in its strategic plan some or all of the developments envisioned by the Graduate History Program in the next five years. (42i) | Strategic plan addresses encouraging professional achievement, a need of the graduate program. |
| 11. Systematically document how the results of evaluations of instruction in the Graduate History Program are used to improve teaching effectiveness. (43c) | Student evaluations and learning outcomes assessment used to evaluate curriculum of the program. |
| 12. Develop and implement a mechanism for systematically measuring the performance of former students to determine the strengths and | Created opinion poll and reviewed current careers of graduates over last five years. |

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| weaknesses of the Graduate History Program. (45) | |

Based on the above results, the chair recommends a meeting early in Fall 2005 to address issues in advising. The chair also recommends that the curriculum committee address the curriculum issues that have become apparent in the assessments.