

Systematic Program Review

Name of Unit: Department of Social Work
Reporting Official: Hector Luis Diaz, Ph.D., Chair

Item 1

Is your program (undergraduate, master's or doctoral program, academic support unit, service unit, center, administrative/staff department/unit) currently reviewed on a regular basis (e.g., annually, biennially, every 5 years)? Examples of systematic review include, but are not limited to: academic program review, internal audits, external accreditation, external review by a consultant, peer review, etc.

Yes No

If "YES", go to Item 2. If "NO", check that box and return form to OIRE.

Item 2

Type an "X" next to the type(s) of program review that applies to your unit, the date of your last review and the date of the next expected review:

| | Date of | Date of |
|---|-------------------------|-------------------------|
| <input checked="" type="checkbox"/> academic program review | Feb 2001__ last review | ____?____ next review |
| <input type="checkbox"/> internal audit | _____ last review | _____ next review |
| <input checked="" type="checkbox"/> external accrediting agency | Fall 1999__ last review | _Feb 2007__ next review |
| <input checked="" type="checkbox"/> external consultant | | |
| <input type="checkbox"/> peer review | _____ last review | _____ next |
| review | | |
| <input type="checkbox"/> other: _____ | _____ last review | _____ next review |

Item 3

Describe how your unit has used/is using the findings/recommendations from its last review to improve the effectiveness of the unit. Include references to goals or objectives listed in recent planning documents, and examples of the use of assessment to improve your programs/services.

Description of how the recommendations of the last review have been used to improve the effectiveness of the unit.

| Recommendation | Action(s) Taken | Evidence or Documentation |
|---|--|--|
| 1. The department of social work should develop written goals for the undergraduate program and periodically review and document the achievement of those goals. | Done | See Self-Study Document for last reaccreditation by the Council on Social Work Education. |
| 2. The department should include the mission statement and goals of the undergraduate program in the Undergraduate Catalog and in departmental literature. | Partially done. | Mission is listed in the university catalog and in the department's website. Mission and goals are still not listed in other program literature. |
| 3. The department should develop and implement strategies for retaining students in the undergraduate social work program and document the effectiveness of these strategies on a regular basis. | Degree plan for BSW program was simplified. Advisement system was improved. Department literature was made more understandable. BSW director met with every student to discuss their concerns. | Increased number of graduates. |
| 4. The department should develop strategies for recruiting students and plan for the implementation and review of these strategies. | Faculty reached out to the South Texas Community College in an effort to recruit students. A cooperation agreement was established between both institutions. | Articulated cooperation agreement. |
| 5. The department should develop and implement a procedure for the periodic evaluation of the orientation processes in the undergraduate program and document how the results of the evaluations are used to improve orientation efforts. | A system for evaluating student orientations has been established at the college level but not at the program level. | Evaluations in the deans office. |
| 6. The department should develop and implement measures for training faculty advisors and for evaluating and documenting the effectiveness of the advising process in the BSW | This is in process. Training is provided to faculty advisors however no system has been created to evaluate the effectiveness of this training. | |

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| program. | | |
| 7. The department should correct the narrative and course listings for the social work program in the next edition of the <i>Undergraduate Catalog</i> . | Done | Undergraduate Catalog |
| 8. The department should document the results of the ongoing evaluation of the undergraduate program curriculum. | Done. BSW curriculum has undergone several revisions since 1999. | Program curriculum in 1999 and program curriculum in 2006. |
| 9. The social work undergraduate curriculum committee should examine the concerns expressed by students in their responses to the Educational Testing Service program assessment survey about the curriculum and document any changes that will improve the curriculum. | Not done | |
| 10. The department should determine the cause of the extended time some majors experience before graduating and take steps to work with the department's offering support courses to minimize the delay of the social work majors' graduation. | Causes for the extended time for student degree completion were identified and steps were taken to deal with these. | Identified Causes: - Students working full time - problems with advisement Steps - advisors are now required to sign off before students go to field placements Degree plan forms have been revised |
| 11. The department should investigate the sources of student dissatisfaction then develop and implement a plan to improve the environment for learning within the undergraduate social work program. | BSW director met with all undergraduates to find out about their levels of satisfaction. | Verbal report of former BSW program director. |
| 12. The department should develop and implement a plan that would reduce or eliminate overloads and free faculty members in the undergraduate program to perform their release-time | Done. Faculty members no longer have teaching overloads. More faculty were hired to comply with CSWE standards. | Number of faculty members has been doubled since 1999. In 1999 there were only 6 professors. There are 14 in 2006. |

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| duties. | | |
| 13. The department should investigate the degree of accessibility of the faculty to the students and develop and implement a plan to increase communication between faculty members and students and the accessibility of the faculty for advising, counseling and other student concerns. | Done. An advisement list has been created that assigns all students to faculty members based on the first letter of their last names. Office and advisement hours are posted. Advisement hours schedule has been expanded to include night advisement hours. | Program records. |
| 14. The department should review the effectiveness of its staff, including any student assistants hired to aid the faculty. | Performance appraisals are conducted on the programs staff on a regular basis. | Completed performance appraisal forms. |
| 15. The department should regularly document how the results of evaluations concerning the achievement of established goals are used to improve the undergraduate program. | In progress. Students have been added to faculty committees. | Student evaluations of field agencies and committee minutes. |
| 16. The department should systematically document the improvements in teaching effectiveness that have resulted from evaluations of instruction in the undergraduate program. | Program director has identified expected student learning outcomes and these are evaluated on a yearly basis. | Annual Unit Action Plan Report. |
| 17. The department should devise strategies to improve all phases of student advising, especially in the area of job requirements, career opportunities, advanced study and possible non-traditional career choices open to social workers. | In progress. Field seminars have been used to bring speakers to inform students about career opportunities. We have conducted career days, field fairs and have referred students to the university' career center. | Number of students receiving job placements. |
| 18. The university should grant the release time mandated by the Council of Social Work Education for the Department of Social Work. | Workload policy was changed in 2001 and release time has been granted to program coordinators and to the department chair.. | |

| Recommendation | Action(s) Taken | Evidence or Documentation |
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| <p>19. The University should implement a faculty workload policy that provides an eighteen hour teaching load per academic year for the full time faculty members who have or are expected to have a program of research and publication or significant academic service responsibilities.</p> | <p>This policy was adopted by the university in January 2006.</p> | |
| <p>20. The university should invest in and implement an automated program to prevent students from enrolling in courses until they have completed course prerequisites.</p> | <p>This has not been done.</p> | |
| <p>21. The Office of the Provost/VPAA should work closely with the department of social work to implement changes and provide resources that will satisfy CSWE standards.</p> | <p>Done. The office of the provost/VPAA has reportedly been working very closely with the department and the program. That office currently pays for the cost of the program's professional accreditation.</p> | |