



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

Unit: **Department of Sociology**

Part III Academic Program Review

Instructions:

Complete this section for the Program Review Committee recommendations not achieved prior to June 2004, as reported in Table I.C of previous annual assessment reports.

Undergraduate Program: **Sociology**

Program Review Committee Recommendations (Numbering corresponds to original numbering in PRC Report)	Responses to Recommendations (Describe changes or improvements.)
3. Develop and implement a procedure for disseminating the mission statement and goals of the Undergraduate Sociology Program to students and the faculty.	The department mission statement and the goals of the undergraduate program will appear in all the fall course syllabi. The department web site contains the mission statement of the undergraduate program.
4. Develop a formal course schedule for both Undergraduate and Graduate Sociology Programs that is disseminated to students and the faculty on a regular basis.	A package of the degree requirements is available to all students. The package contains the following: mission statement, note from undergraduate advisor, sociology: a world of opportunities, job prospects for the B.A. graduates, related career titles for sociology majors, sociology faculty, overview of requirements, sociology classes (course listing), general education requirements, additional requirements, recommended course sequence, application for undergraduate admission, sociology minors, sociology websites, and conclusion.
5. Develop, implement and evaluate regularly an orientation program that can be used for recruitment and orientation of sociology majors and minors.	Orientation and recruitment effort has been undertaken by the department, including implementing UNIV course, individual advisement, participating in college orientation, making available the student information package, and other endeavors.
6. Evaluate regularly the effectiveness of the advisement program for undergraduate sociology students.	The advisement has been improved. The undergraduate advisor oversees the student advisement.
7. Develop and implement a formal process for curriculum development, including the measures used for establishing, reviewing and evaluating the curriculum in the Undergraduate Sociology Program.	The Department Curriculum Committee reviewed the undergraduate program in the fall 2004. Changes were submitted to the University Curriculum Committee in January 2005. All changes will be implemented in the fall 2005. Changes include: 1) increase credit hours required for B.A. in sociology from 30 to 33, 2) offer two sociology theory courses (classical, contemporary), 3) offer two research method courses (qualitative, quantitative), and 4) offer more electives.

Annual Assessment Report, June 1, 2004–May 31, 2005

Program Review Committee Recommendations (Numbering corresponds to original numbering in PRC Report)	Responses to Recommendations (Describe changes or improvements.)
10. Systematically document how the results of evaluations of instruction in the Undergraduate Sociology Program are used to improve teaching effectiveness.	The department keeps files of student evaluations, assessment results, and student survey data. The results are used for analyzing teaching effectiveness and establishing measures to improve teaching. The Department Executive Committee will work with department chair to initiate and implement changes.
11. In cooperation with the Office of Institutional Research and Planning, establish a mechanism for tracking its graduates.	Alumni survey is conducted every other year.

Graduate Program:

Sociology

Program Review Committee Recommendations (Numbering corresponds to original numbering in PRC Report)	Responses to Recommendations (Describe changes or improvements.)
3. Develop and implement a procedure for disseminating the mission statement and goals of the Graduate Sociology Program to the students, faculty and staff.	The department mission statement and the goals of the graduate program will appear in all the fall graduate course syllabi. The department web site contains the mission statement of the graduate program.
4. Work with the Office of Institutional Research and Planning to obtain accurate figures about graduate sociology students.	Data are requested from OIRP (now, OIRE) and kept in the department.
5. Develop a plan for recruitment and retention of students to increase the number of graduate sociology students and graduates.	Changes were made in the fall 2004 and implemented in spring 2005. Based on OIRE data, the number of graduate majors has increased.
6. Develop, implement and evaluate regularly orientation and advisement processes for graduate sociology students.	Orientation and recruitment effort has been undertaken by the department, including participating in college orientation, making available the student information package, individual advisement, and other endeavors.
7. Develop and implement a formal process for curriculum development, including the measures used for establishing, reviewing and evaluating the curriculum in the Graduate Sociology Program.	The department curriculum committee works with the graduate advisor and department chair to initiate and implement curriculum development.
8. Develop a formal course schedule that is disseminated regularly to the faculty and students so that students in the Graduate Sociology Program may plan their graduate program well in advance.	The course schedule is disseminated through the following channels: sociology graduate degree applicant information package, announcement in graduate classes, email messages to graduate students, and individual advisement. All required courses are offered every or every other semester. As the department does not have enough faculty members to offer graduate courses (especially optional courses), there are complaints from graduate students for not having enough courses for them to choose.
9. Incorporate in its formal process for curriculum development the critical components that students in the Graduate Sociology Program are expected to learn.	The critical components have been identified and student learning outcomes are being assessed.
11. Examine the faculty-student discrepancies regarding quality of teaching and faculty concern for students identified by the responses to the Educational Testing Service program assessment surveys.	NA
12. Analyze the responses to the Educational Testing Service program assessment surveys, particularly the faculty responses about the lack of	NA

Annual Assessment Report, June 1, 2004–May 31, 2005

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collegiality among the faculty, in an attempt to improve the work environment.	
14. Document on a regular basis how the results of evaluations of instruction in the Graduate Sociology Program are used to improve teaching effectiveness.	The department keeps files of student evaluations, assessment results, and student survey data. The results are used for analyzing teaching effectiveness and establishing measures to improve graduate teaching. The Department Executive Committee will work with department chair to initiate and implement changes.
15. In cooperation with the Office of Institutional Research and Planning, establish a mechanism for tracking its graduates.	Alumni survey is conducted every other year.