

April 18, 2008

To: Academic Departments, Department Chairs, Program Leaders, and all other interested parties

From: Prioritization Task Force

Re: Latest drafts of program criteria; call for input.

The accompanying attachments to this letter are our next draft of program criteria. Your opportunity to provide feedback on the draft begins now and extends through Monday, April 28. The best way to provide feedback is through the Prioritization Task Force email: taskforce@humboldt.edu. We welcome comments on the criteria, the scoring rubric, the weighting of the criteria, and the reporting process. There is no required template for feedback.

On Monday, April 21, at Noon in the Goodwin Forum we will hold a town hall meeting to discuss the new draft and answer your initial questions. We encourage you to have a department representative present, but it is by no means essential.

In an earlier message we indicated that we made some adjustments in the timeline and the process. We are including a summary of these changes below.

Thanks again to all who have provided substantive feedback and encouragement in this process.

Timeline Summary

Spring semester 2008

Distribute newest draft criteria and timeline to campus	April 18
Town Hall Meeting, Goodwin Forum, Noon	April 21
Deadline for feedback on the latest Draft	April 28
Call for Program Reports	May 2
Departments begin drafting reports	After May 2
Information sessions for writing reports	May 9,12,15

Summer 2008 to deliver program data

OAA delivers filled-in data tables for all program reports	August 1
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Fall semester 2008 to write reports, score and rank

General training for college review committees	August 29
Program reports are finalized	August/September
Program Reports due	Sept. 30
College, Dean, and Task Force review and ranking process	Oct. 1. – Nov 14.
Initial Task Force ratings/rankings submitted to deans	Dec. 15
Response from chairs and deans to Task Force	Feb. 9, 2009
Final Task Force Report to Provost	Feb. 28, 2009

Reports

Academic departments (or the appropriate oversight unit in the absence of a department) will write two types of reports. The first is a Departmental Report that provides a context for the programs administered by the department. The second are program reports.

Programs are categorized by

- Undergraduate Majors (Options with 12 or more unique units are considered separate programs)
- Undergraduate Certificate programs or Minor Programs that have at least 6 units unique from any other major or minor program
- Credential Program (Specific subjects within a credential program are considered “options”)
- Graduate Degrees (Options with 12 or more unique units are considered separate programs)

It may be the case that not every program that a department offers falls neatly into one of these categories. The Prioritization Task Force will make specific recommendations to the department chair or program leader in such cases.

Departmental Reports will include 3 sections:

I. Departmental History, Mission, and Goals (Limit: 1 page)

Provide a brief overview of the departmental history. Include a copy of the department mission statement and the department goals.

II. Departmental Faculty and Staff (Provide a table)

Provide a summary of Faculty and Staff Assignments by academic program for the department. Include in the summary assignments of faculty to areas which are not including in the prioritization process, such as general education, remediation, service courses to other programs, faculty governance and other non-instructional duties.

III. Recruitment, Retention, and Assessment

- A. Provide the demographics of student enrolled in and graduated from your program.
- B. What specific actions has the department taken to recruit and retain students, particularly students from underrepresented groups for your discipline?
- C. What specific actions has the department taken to assess the quality of its programs and how has this informed renewal of the programs?

The department chair or program leader will verify the accuracy of the information provided within each type of report.