Suggestions for Identifying Stakeholders

Early in the Self Study Team process, identify Stakeholders who may be...

- a) Full time faculty who teach in the program
- b) Part-time faculty (temporary, term, and adjuncts) who teach in the program
- c) Graduate students who teach in the program
- d) Online faculty who teach in the program
- e) Specialty support persons (librarians, learning center leaders, lab technicians, teaching assistants, etc.)
- f) Faculty from client disciplines (those majors or programs that require your program’s classes)
- g) Faculty from supplier disciplines (those who teach co or prerequisites for your program)
- h) Distance education staff – trainers, technical support, etc.
- i) Students
  - i) Current students (hint: seek out a cross section of performance levels)
    - (1) Majors
    - (2) Non-majors
  - ii) Graduates if your program (recent grads, older alumni)
  - iii) Non-completers
- j) Administrators
  - i) Chief Academic Officer
  - ii) Dean (Assistant Dean, etc.)
  - iii) Department Head (Director, Coordinator, etc.)
  - iv) Outlying site director(s)
  - v) Institutional Effectiveness and Research staff
- k) Peers in your discipline from similar institutions
- l) Representatives of key colleges that accept students/graduates from your program
  - i) Program or Major admissions person(s)
  - ii) Faculty from the major
- m) Contacts in key colleges from which students transfer into your program
- n) Advisory Board members (or, if your program does not have a formal Advisory Board, professionals in the fields most closely related to your program)
- o) Employers of graduates
- p) Others...
Suggestions for Appendices and Exhibits

Your appendix can be customized according to your program especially in regards to how you conducted your self study, the process you followed, the tools (surveys, meetings) that you employed, etc. Some of these items may be “exhibits”, available for viewing by the peer review team on the day of the site visit, and included in the Appendix only as a “list of exhibits”. And some may be accessible via web links either in the text of the report or in an Appendix.

1. Mission Statement of the University, College, Division, Department and/or Program
2. Strategic plan for the college
   a. Academic Affairs goals
   b. Division/department/program goals
3. Institutional Research (IR) web page & Fact Book
4. Division/department/program organizational chart
5. Program Course Plan (for certificate or degree program)
6. List of Department/Program Courses (or link to Catalog pages(pertaining to program)
7. Sample syllabi and/or departmental syllabi for all department/program courses
8. Faculty Evaluation Process materials
   a. Faculty Handbook
   b. Faculty evaluation process guidebook
   c. Sample faculty portfolio from a program faculty
   d. Sample classroom observation form for faculty
   e. Description of evaluation process for temporary, adjunct, graduate student faculty if different from full time, tenure track faculty process
   f. Sample copy of questionnaire used for the student evaluation of faculty
   g. Sample copy of student response form used for the student evaluation of faculty
9. Results of the enrolled student survey(NSSE or CSSEE) that pertain to your program
10. Self Study Process
    a. Calendar of events for the self study process
    b. Minutes of meetings
11. Questions used in the Self-study –for Faculty, Students, Advisory Board members
    a. Guiding questions used in conversations, discussions, blogs, etc.
    b. Sample of any formal survey document used
    c. Link to web site or D2L class or other online forum
12. Samples of students’ work (projects, portfolios, etc.)
13. Test results of any “capstone” or other department wide “end of course” exam
14. Success rates, graduation numbers, placement rates, etc. (may be available in the Fact Book)
15. List of Advisory Board members (title and employer, not names)