

## DEPARTMENTAL REVIEWS

Materials to be sent to Departmental Reviewer prior to the on-campus visit should include the following:

- 1) Current College Catalog.
- 2) Departmental Mission Statement (if not in catalog).
- 3) Department Assessment Reports for the last five years.
- 4) Spreadsheet listing of all courses and enrollments for the last five years.
- 5) Course Syllabi.
- 6) Vitae for all full and part-time members of the faculty.
- 7) Departmental library holdings (The library can now provide a listing of the appropriate holdings.)
- 8) List of other important departmental holdings including audio-visual equipment, films, disks, tapes and other materials used in support of the educational program.
- 9) Other holdings such as equipment, texts or specialized materials used in support of the departmental program.
- 10) A narrative addressing the questions suggested in the Self-Study Template and other departmental concerns.