

State of Department Report

The department chair is responsible for submitting the State of Department report to the dean early in the fall semester. These reports are the clearest evidence that our planning processes are consistent with our strategic plan and mission. Thus they are important documents to present as evidence that the departments engage in planning in the context of mission. While chairs are ultimately responsible for submitting this document, it is helpful to engage the whole department in discussion of major issues.

The template provided here and databases available on the department chairs' website (<http://www.calvin.edu/admin/provost/chairs/sod.html>) should make it relatively easy for the departmental administrative assistant to assemble the necessary information. Chairs can then devote their time to interpreting the information, explaining recommendations, and describing planned initiatives.

The Report

1. Introduction

The introduction should function as an overview of the general state of your department, its mission and practices in context of the college mission. Introduce the big-picture issues and recent or planned responses to those issues (when possible address these in the context of departmental strategic plans). Briefly list the major recommendations and initiatives that appear in the body of the report.

2. Programs and Curriculum

Briefly introduce the major themes that you want your dean to notice while looking at the data.

2.1 Fall and spring course enrollments, five-year trends (fall spreadsheet to be updated with fall numbers after Day 10; spring spreadsheet is up to date)

<http://www.calvin.edu/admin/provost/chairs/sod.html>

2.2 Section size averages, five-year trends (to be updated with fall numbers after Day 10)

<http://www.calvin.edu/admin/provost/chairs/sod.html>

2.3 Majors and minors, five-year trends (to be updated with fall numbers after Day 10)

<http://www.calvin.edu/admin/provost/chairs/sod.html>

2.4 Graduates, five-year trends (to be updated with fall numbers after Day 10)

<http://www.calvin.edu/admin/provost/chairs/sod.html>

2.5 Summary of education programs (majors and minors). This should include enrollment trends (teacher education courses, also), possible curricular proposals concerning teacher education, etc. (Note that this section will be shared with the dean for teacher education.)

2.6 Special offerings (e.g., off-campus programs, internships, etc.)

Program	Enrollment

2.7 Engagement with all-college programs. Briefly describe the department's engagement with the following programs. The information reported will be given to the respective committees or offices as listed.

2.7.1 From Every Nation (FEN)
Office of Multicultural Affairs
Multicultural Affairs Committee (MAC)

What faculty development opportunities did your department offer in the last academic year, with regard to FEN-related goals? (Include those opportunities that were open only to your department members and which focused on your department's efforts to keep abreast of ongoing scholarship on multiculturalism, interculturalism, and global perspectives. Appropriate opportunities could be, but are not limited to, anti-racism training, discussion of how FEN impacts your department, discussion of an article or book related to your field, discussion of how to diversify the curriculum of a particular course or program.)

What forums, lectures, films and discussions, conferences, symposia, or poster sessions which address FEN-related issues did your department offer to the wider Calvin community in the last academic year? (Appropriate offerings could be, but are not limited to, sessions with honors students within your discipline, public lecture sponsored or co-sponsored by your department, presentation of scholarships at a venue open to the wider Calvin community.)

What steps has your department taken to enhance recruitment and retention of persons of color in the membership of your faculty and staff? (For example, advertising in professional publications which target persons of color, attending sessions at conferences which address the concerns of people of color.)

2.7.2 Cross Cultural Engagement
Cross Cultural Engagement (CCE) Committee

What courses in your department have been approved for CCE credit? Which of these courses are being offered this year?

Are there courses in your department that were approved for CCE but are no longer taught? If so, why? Are there plans for developing any new CCE courses this year?

Are there obstacles that your department feels get in the way of offering CCE courses to your students?

2.7.3 Writing program *Writing Program Advisory Board*

When was the last approved revision of your program?

When was the last departmental assessment of your writing/rhetoric program, and did it indicate any needed changes to the program?

Do your faculty encourage students to revise their writing as part of an assignment?

2.7.4 Advising *Registrar's Office*

How does your department address advising first-year students? Does your department have an expectation or policy for how many times faculty should meet with students for advising?

How does your department handle students who are uncertain about their majors? Are the students referred to other departments or resources on campus?

There is some inequity with regard to advising loads within some departments as well as among departments. Do you have ideas for how to address this issue?

Do you have a best practices example that could be shared as a model?

2.7.5 Assessment of student learning *Assessment Committee*

Summarize assessment data, collected from the last academic year, regarding how students are doing in achieving student-learning outcomes for each program in your department.

Describe plans for responding to the data that you have collected (i.e., describe changes you are going to consider making based on this data).

Describe plans you have for attaining additional data. If you have a written plan that you follow, please attach the plan.

2.7.6 Other all-college programs

2.8 Chair's summary, recommendations, and planned initiatives

3. Personnel

3.1 Briefly introduce the state of your personnel: is your department adequately staffed with faculty and administrative staff, and does the expertise of your personnel match your mission and the trends in your field?

3.2 How does your department support the ongoing development of faculty in the department? What practices does your department have in place to support faculty teaching, research and scholarship, the development and deepening of faith and learning, and so forth? What challenges, if any, does your department encounter with ongoing faculty development?

3.3 Table of five-year staffing

Example of faculty member details

Faculty member	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Faculty member 1	-3 sh crf		end-trm		
Faculty member 2		1 st reappt		2 nd reappt	
Faculty member 3	-6 sh adm p-t-rev	-6 sh adm	-6 sh adm	rl	rl retires
Faculty member 4	-12 sh e-chair	sabb int +sp -12 sh e-chair	-12 sh e-chair	loa full year	

Key:

adm	administrative assignment	reappt	reappointment
e-chair	endowed chair	retires	retirement at end of year
end-trm	last year of term appointment	rl	reduced-load appointment
loa	leave of absence	sabb	sabbatical
p-t-rev	full post-tenure review	sh	semester hours
		ten-rev	tenure review

Faculty member details for your department

Faculty member (not including adjunct or part- time instructors)	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015

Total semester hours department faculty members are available for teaching (not including Interim)					
Total number of semester hours taught this academic year (not including Interim)					

Summary:

Reappointments (next five years, presuming successful reappointment reviews)

	Names
2010-11	
2011-12	
2012-13	
2013-14	
2014-15	

Promotion or tenure decisions (next five years)

	Names
2010-11	
2011-12	
2012-13	
2013-14	
2014-15	

3.4 Anticipated number of faculty positions to be filled

Summary

	Tenure track	Term	Details (sabbatical, CRF, retirement replacements)
2010-11			
2011-12			
2012-13			
2013-14			
2014-15			

4. Budget and Facilities

Briefly introduce the general condition of your facilities and budget, indicate your needs and pressure points and your plans for addressing those.

- 4.1 Describe any needs you have for additional or remodeled space.
- 4.2 Describe any needs for changes in your budget, based on trends and anticipated demands.
- 4.3 Describe any major equipment purchases and equipment maintenance costs you plan for the current academic year or need to plan for in the next three years.
- 4.4 As your department plans for the next five years, are there areas that might benefit from external funding? (Examples might be developing fields, instrumentation, curriculum changes, faculty or faculty/student research, interdisciplinary collaboration, outreach, international partnerships, experiential learning.) Please identify your department's top three areas. (Note that this section will be shared with the Office of Grants and Foundation Relations.)

5. Other

Explain any other items that you wish your dean to be aware of that do not fall into the above categories, including particular successes and challenges to your department or individuals within your department.