Program Review

The Ohio State University
Office of Student Life

Department Self-Study Guide

Department Self-Study Guide

The department self-study provides the basis for the review process. It represents an opportunity for the department to make a direct assessment of itself and to consider further directions to build exemplary programs and practices.

The goals for the self-study are to:
- Address how well the department preforms in relation to its objectives, institutional priorities and Student Life goals and strategic initiatives.
- Define ways within existing resources that the department can improve in the quality of programs, services, activities and operations.
- Provide evidence of the excellence and effectiveness of the departments' programs, activities, services and operations.

Between 100 to 30 days before the site visit, the department under review will prepare a self-study report using a self-study protocol based on a Council for the Advancement of Standards (CAS) Self- Assessment Guide (SAG). Current Self-Assessment Guides are maintained by the Program Review Senior Analyst. For some departments, more than one Self-Assessment Guide may be appropriate, or the self-study may be supplemented with other standards; in these cases, the department director should work with the Program Review Senior Analyst and Associate Vice President to establish the self-study protocol.

A list of available CAS SAGs can be found on the [CAS website](#).

Documents and other materials that demonstrate how the department performs under the selected standards will inform the external committee's review of the department. These materials should be included in the self-study as appendices and may include data on performance measures, strategic plans and their metrics, annual budget information and key position descriptions. A list of suggested self-study documents are included below.

The department self-study committee should submit the complete report (including appendices) to the Office of Student Life Program Review Senior Analyst at least 30 days before the site visit. The self-study is then shared with the department's Associate Vice President. After receiving approval from the Associate Vice President, the self-study is shared with the program review external committee and the Senior Vice President for Student Life.

Suggested List of Supporting Documents for Inclusion in a Self-Study

- Departmental Mission, Vision and Values
- Organization Chart
- Prior Program Review Action Plan
- Cost/revenue data (past 5 years)
- Copies of Departmental Annual Priorities (past 2 years)
- Assessment results/reports including:
    - Customer service surveys
    - Benchmark data
    - Data that measures progress of performance goals
    - Student learning outcomes data
    - Business/service outcomes data
- Position Descriptions of Department Staff
- Summary of staff contributions to the university's academic enterprise and their respective professions
- Other documents detailing departmental policies, processes and procedures

Expectations for Central Administrative Units Self-Study Support

- **Center for the Study of Student Life**
  - Provide copies of assessments reports created within past five years to department and Program Review Senior Analyst
  - Respond to additional data requests from departments within reasonable timeframe
  - Provide standard language for Assessment section of CAS SAG to Program Review Senior Analyst
  - Does *not* conduct new assessments or research projects as part of program review (although revised assessments may be part of department's action plan)
- **SL Financial Management**
  - Provide five-year summary of department budget
  - Provide standard language for Financial section of CAS SAG to Program Review Senior Analyst
- **SL Human Resources**
  - Provide standard language for Human Resources section of CAS SAG to Program Review Senior Analyst
- **SL Marketing**
  - Work with PR senior analyst to develop branded templates and presentation materials for departments and external committees
  - Does *not* generate new materials for each department's program review (i.e., departments should make use of existing templates and materials)
- **SL Technology Services**
  - Provide standard language for Technology section of CAS SAG to Program Review Senior Analyst