Bronx Community College
City University of New York

Guidelines for Periodic Review and Administrative Departmental Self Study

Updated on January, 2015

I. Overview

These *Guidelines for Periodic Review and Administrative Departmental Self Study* provide a framework for the administrative departments at BCC draw upon the standards and approaches to assessment defined by the Middle States Commission on Higher Education and parallel the Self Study review process and cycle used by the Academic Departments at the College.

The self-study is envisioned as providing a reflective report on the department's contribution to realizing the college's mission and achieving its goals. In addition to providing a snapshot of the department's activities, resources and outcomes, the self-study should provide evidence and analysis of the extent to which and how well the department is performing its primary functions and achieving its goals.

In compliance with Middle States' Standards, the following key ideas shape the purview of these guidelines.

1. They envision the scope of assessment as a department-wide activity with assessment results used to make improvements.
2. They are intended to promote analytical and meaningful reflection as the basis for departmental planning.

In this vein, the self- study should provide the department's perspectives on the:

1. Extent to which a department fulfills its mission and meets it goals.
2. Effectiveness of major functions and the use of resources.
3. Methods used to assess both 1 and 2.

II. Administrative Review Process and Calendar

Information about this process, including information about preparing for the site visit, is available from the Office of Institutional Research, Planning and Assessment.

1. Periodic Administrative Department Review Schedule of Cycles (2015-20)
2. Periodic Administrative Department Review Process
3. Timetable for the Periodic Administrative Review Process
4. Guidelines for Reviewers

III. Components of the Self-Study

A. Executive Summary

Summary of self-study document (1-2 pages).

B. Department Description

1. What is the mission (central purpose) of the department/unit?
2. How does the mission of the department contribute to the mission of the College?
3. What are the core functions of the department?
4. What products/services are linked with each of the core functions?
5. Who are the constituents of each of the products services listed?
6. In what ways do the functions and activities of this department contribute or relate to the College's ongoing goals? (these are same as PMP goals)
    - Ensure academic excellence
    - Promote student success
    - Enhance financial and management effectiveness

7. In what ways do (or could) the functions and activities of this department contribute or relate to the College's Strategic Directions 2014:2019:

    1. Build a Community of Excellence
    2. Empower Students to Succeed
    3. Deepen Student Learning
    4. Develop World Citizens
    5. Cultivate a 21st Century Curriculum
    6. Enhance the Campus Environment
    7. Promote a Reputation for Excellence

C. Department Assessment

1. What are the current professional standards norms for this department in higher education? What evidence demonstrates the extent to which the BCC department meets these professional standards? If the department does not meet these standards, what would be needed?

2. Summarize assessment approaches used in the department to measure effectiveness (for each of the major functions of the department).
3. Describe assessment results for department. Describe and demonstrate the effectiveness or quality of functions, products and services.
4. How has the department used assessment results to make improvements? Describe results.

D. Department Resources

1. Staffing
2. Budget
3. Space and Facilities
4. Technology

E. Recommendations and Future Plans