

**STANFORD UNIVERSITY**



# **Guidelines for Curriculum Review**

**SCHOOL OF HUMANITIES AND SCIENCES**





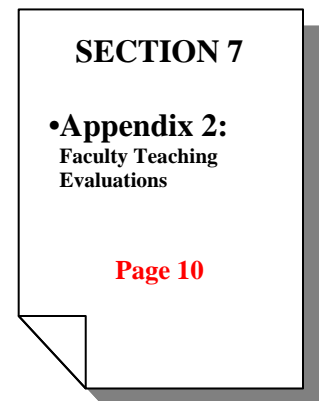
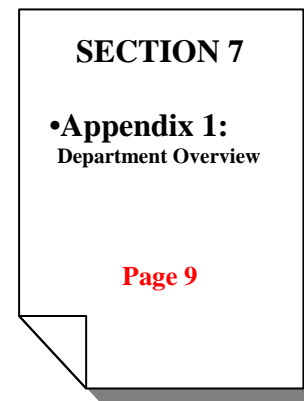
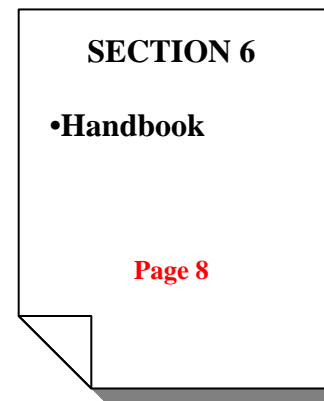
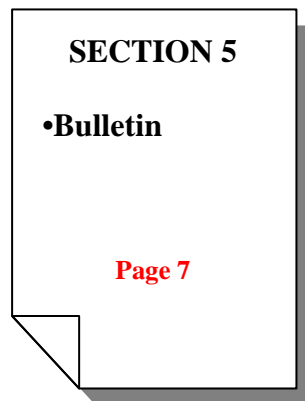
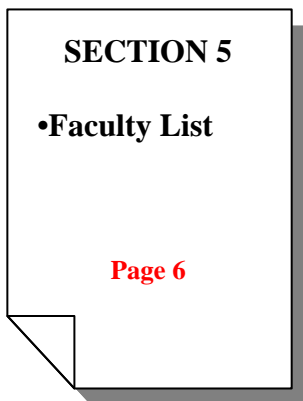
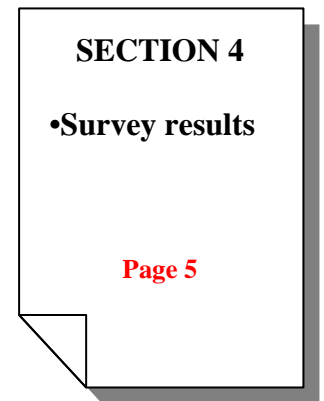
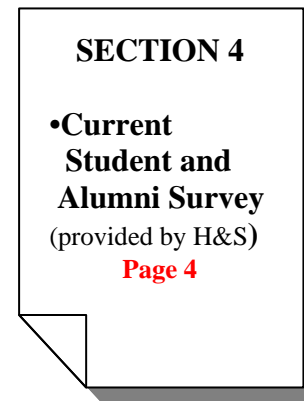
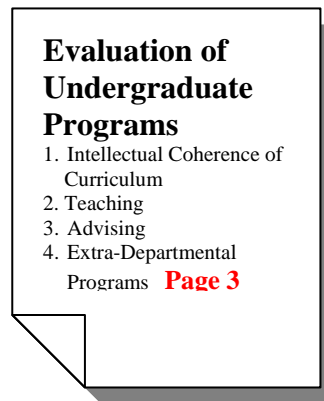
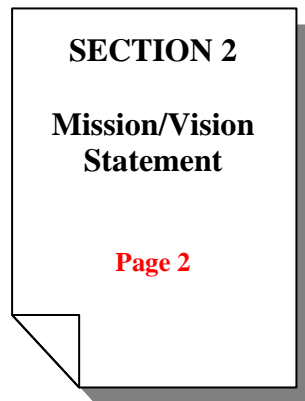
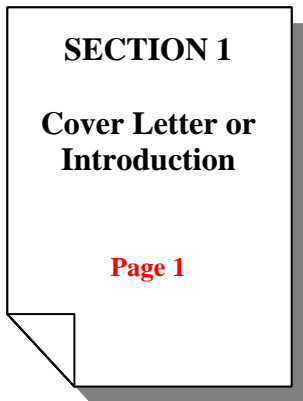
## **SCHOOL OF HUMANITIES AND SCIENCES**

### **SELF-STUDY GUIDELINES**

All self-study reports should supply the information in Sections I and II and respond to the questions raised in Sections III, IV, V and VI. The report should follow the format and the topics indicated. Department/Program Chairs or Directors should consult with the Department/Program Executive or Steering Committee in preparing replies to the questions listed in each section. The report should be submitted in hard copy and electronic format, to respond to the Faculty Senate's mandate for web postings for all Senate materials.

### **CONTENT OVERVIEW**

The Dean's Office has provided background data (Appendices 1 and 2) that should help in the preparation of the self-study. Included are Senate review date, number of declared majors, degrees conferred over the last five years and faculty teaching evaluation information. Please review the data and make corrections and additions as needed. The Dean's Office is available to provide support for departments/programs who find the gathering of the additional data requested a burden on their staff.



## **Section 1**

Please provide an introduction and/or cover letter written by the Department/Program Chair or Director, in which you include whatever you think necessary to help the Curriculum Committee to understand the accomplishments and unique features of your Department or Program.

## **Section 2**

Please provide a mission or vision statement for the Department/Program that includes the intellectual rationale for the discipline, what goals you set for undergraduate majors and graduate students, and how you measure your success in attaining these goals. Your description of the intellectual rationale for the discipline should match your description in the Bulletin.

## **Section 3 Evaluation of Program**

**If you do not have an Undergraduate Program, please only answer questions relevant to your Department or Program.**

### 1. Intellectual Coherence of Curriculum

- a) Were changes made to the undergraduate curriculum as a result of the last curriculum review?
- b) What is the underlying logic or intellectual coherence behind the organization and sequencing of courses in the major? Do you have core and capstone courses that are taught on a regular basis?
- c) Does your Department/Program offer a Minor program of study? If so, how is it structured?
- d) Describe your honors program and how the Department/Program provides support for the participants.
- e) Are there opportunities for independent research outside of the honors program?
- f) Are there opportunities for internships in your Department/Program?
- g) What activities does the department provide to create intellectual community for majors and other undergraduates?

### 2. Teaching

- a) What is the involvement of Academic Council faculty in creation and oversight of the undergraduate major curricular offerings?
- b) What role do non-Academic Council members play?
- c) What is the departmental policy on team-teaching (that is, under what circumstances do faculty receive full course credit for team teaching?)

- d) Besides the mandatory end-quarter student evaluations of teaching, what other methods, for example, peer evaluation, does your program use to secure feedback on teaching effectiveness?
- e) If graduate students teach in your Department/Program on a regular basis is there faculty oversight of TAs? Does the department provide TA training?
- f) How do you balance graduate and undergraduate teaching needs?
- g) Are there problems or obstacles to effective teaching that the school should be aware of?

### 3. Advising

- a) How do your students obtain their advisors?
- b) Please provide a list of advisors with the number of current undergraduate advisees.
- c) What role do student services or non-Academic Council faculty have in advising students?
- d) What mechanisms do you have in place for tracking students' completion of requirements?
- e) Do students receive career advising? If so please, describe.
- f) Does your program make use of peer advising? If so, please describe.
- g) What mechanisms do you use to inform students of major events and other relevant information?
- h) What mechanisms do you have in place to attract new students to the major?
- i) Does your Department/Program work with the Office of Undergraduate Advising and Research? If so, please describe the nature and quality of the interactions.

### 4. Extra-departmental programs

- a) What is the relationship of your Department/Program to other departments, centers, or interdisciplinary programs on campus? Do you depend on such programs or centers for any part of your major requirements?
- b) What impact (if any) do the demands of extra-departmental courses on students (GERs, IHUM, PWR) have in creating and maintaining a coherent curriculum for your majors?
- c) What impact (if any) do the demands for extra-departmental teaching on your faculty (IHUM, IDPs, SIS) have in creating and maintaining a coherent curriculum for your majors?

## **Section 4 Current Students and Alumni Survey**

The H&S Dean's Office will conduct the survey of students and alumni. The Department/Program should summarize the results of the survey and include this summary and the complete survey report in their self-study materials.

## **Section 5**

1. Please provide a **list** of Department/ Program Faculty and/or Affiliated Faculty.
2. Please provide the Stanford Bulletin copy.

## **Section 6**

Handbook & other handouts

1. Please provide the handbook given to students when declaring the major.  
**If your department does not have a handbook, please provide any handouts or information given to students who are interested in declaring the major such as department/program requirements, prerequisites, etc.**

## **Section 7 Appendices 1-2**

The following appendices will be provided by H&S. Please review the data and if necessary edit the information.

3. Appendix 1 (Department Overview)
4. Appendix 2 (Faculty Teaching evaluations)

# EXAMPLE

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## DEPT/PROGRAM OVERVIEW

Date of Senate review:

Current Chair:

Dates of Term:

### 2005-2006 DECLARED STUDENT TOTALS

US

International/Nonresidents

	BAS	BASH BSH	BS	Minor	MS	PhD	PhD- Minor	BAS	BASH BSH	BS	Minor	MS	PhD	PhD- Minor	Total
Women	0	1-BASH 12-BSH	8	2	1	16	1	0	0	0	0	0	14	0	55
Men	1	3-BASH 41-BSH	41	7	1	75	1	0	5-BSH	2	1	1	60	1	240
<b>Total</b>	<b>1</b>	<b>57</b>	<b>49</b>	<b>9</b>	<b>2</b>	<b>91</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>74</b>	<b>1</b>	<b>295</b>

### Underrepresented Minorities

	BAS	BASH BSH	BS	Minor	MS	PhD	PhD- Minor	Total
Women	0	0	1	0	0	2	0	3
Men	0	4-BSH	3	0	0	2	0	9
<b>Total</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>12</b>

### DEGREES CONFERRED in the last 5 years

YEAR	2000/01	2001/02	2002/03	2003/04	2004/05
BAS	0	0	0	1	0
BS	16	18	15	24	22
PhD	20	11	26	18	17
<b>TOTAL</b>	<b>36</b>	<b>29</b>	<b>41</b>	<b>43</b>	<b>39</b>

#### KEY

BAS=Bachelor of Arts and Science Degree

BASH=Bachelor of Arts and Science Degree with Honors

BSH=Bachelor of Science Degree with Honors

Minor= Minor for BA students

2002-2003

Instructor	Qtr	Course # Title	Enrl	Crseovr	Instravr
LAST NAME, FIRST NAME	A		67	4.13	4.42
(All names were removed)	A		32	4.52	4.57
	W		32	3.81	3.50
	W		23	4.38	4.06
	W		43	4.32	4.43
	W		10	4.40	4.60
	W		25	4.45	4.36
	W		8	4.57	4.57
	W		12	4.25	4.00
	W		13	4.23	4.31
	W		16	4.46	4.38
	W		3	4.33	4.00
	W		14	4.58	4.75
	W		15	4.69	4.92
	W		36	4.63	4.85
	W		15	4.86	4.93
	W		12	3.80	4.00
	W		15	4.54	4.38
	W		14	4.38	4.23
	W		8	4.67	4.78
	W		7	3.80	3.20
	W		12	3.90	3.30
	W		35	4.07	3.63
	W		9	4.40	4.10
	W		15	4.29	4.36
	W		5	5.00	5.00
	W		3	4.33	4.33
	W		6	4.60	4.75
	W		4	4.75	4.75
	W		3	4.33	4.33
	W		12	4.36	4.58
	W		67	3.88	3.38
	W		10	5.00	5.00
	W		26	4.41	4.41