

# Effective Practices for Physics Programs (EP3) Breakout Session #1

## *Department/Program Review:*

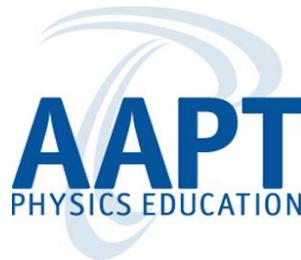
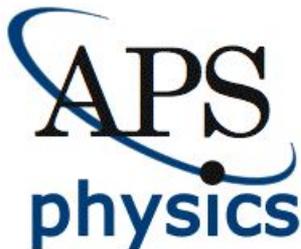
## *Reflection, Analysis, Consultation & Action*

### Contributors

*Neal Abraham, Ted Hodapp, and Michael Jackson*

### Presenter

*Neal Abraham, Mount Holyoke College*



### Agenda for this breakout session:

- What is this section of the EP3 guide about?
- Where is it in the development process?
- Some tips on how to read and use the section.
- Take some time to look at this content.
- Q&A/discussion.

Please type your questions, feedback, and information in the Google Doc. **The link can be found in the agenda.**

We will compile your feedback to populate our FAQ, providing a summary of the EP3 sessions to participants through our mailing list.

## Contributors:

- Neal Abraham (Mount Holyoke College)
- Ted Hodapp (American Physical Society)
- Michael Jackson (Millersville University of Pennsylvania)

## This is one of two Chapters

Preparing for a departmental review: guidance for a department chair and a leadership team to conduct a periodic departmental review and accompanying development of strategic goals with specific initiatives.

- Appendices: Department Review Timeline, Possible Data to Gather and Analyze, Issues to Explore, Outline of a Self-Study Report, Site Visit Agenda.

Advice for external consultants: guidance to individuals serving as external consultants for physics departments program reviews.

- Appendices: Sample MOU (consultant and institution), Advice for first-time consultants, Template for external consultants' report.

## Presenter:

- Neal Abraham (currently Five College Professor of Physics at Mount Holyoke College)

## Experience in Departmental Reviews

- Participated in four Departmental Reviews as a faculty colleague or department chair at two physics departments in liberal arts colleges.
- Served as an external consultant to 32 department reviews and several divisional reviews -- at liberal arts colleges and comprehensive universities.
- As chief academic officer at a liberal arts college oversaw and coordinated 30 departmental reviews including recruiting and debriefing consultants and guiding planning.
- As chief academic officer at a liberal arts college and as executive director of a multi-institution consortium coordinated a dozen interdisciplinary and administrative program reviews.

## Where is it in the EP3 process?



For each section there will be several individuals (including yourself) contributing content

The task force and editorial director will then synthesize into one cohesive document.

We may have some additional questions for you. After internal vetting you will have a chance to see and comment on the synthesized section.

Each section will be sent for expert review to at least 4 individuals.

To see an example of a final section the Teacher Preparation can be found here: <http://apps3.aps.org/bpupp/>

# What will a chapter look like?

## Description

This chapter provides detailed guidance for a department chair and a leadership team to conduct a periodic departmental review and accompanying development of strategic goals with specific initiatives. Guidance is provided on a *Review Process* that includes holding conversations with the department and other stakeholders, gathering and analyzing data, writing a self-study report, identifying and hosting external consultants, and identifying strategic initiatives and mechanisms by which they can be implemented and monitored. An example timeline for conducting the review process, agenda for the consultants' visit, and template for the self-study report are included. For advice for external program reviewers, see the chapter on [Program review: advice to external consultants](#).

## Benefits

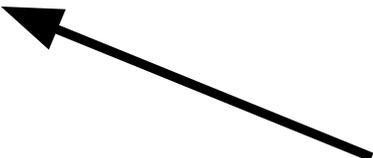
Completing a periodic (optimally every 5-7 years) departmental review, often required for institutional accreditation, will also provide a department with stronger rationales when arguing for resources, disciplinary context for supporting such requests, and the ability to demonstrate to the administration a commitment to proactive planning and ongoing improvement. The Review Process described here, informed by subsequent advice from external consultants, facilitates discussions that help guide a department in reaching consensus on strategic directions and specific initiatives.

**Effective Practices**

Always present

 **Theme** (about 3 to 6 in a section)

- ***Engage the department and institution in developing a plan for the Review Process***
  - Prepare for the review by understanding the rationale and logistics of the Review Process and its role within the institution's mission, vision, and processes
  - Use departmental discussions to develop a shared understanding of the Review Process and strengths of and challenges faced by the department
  - Create a Review Committee to coordinate and facilitate the Review Process
  - Request support from administration to carry out the Review Process
  - Develop a comprehensive timeline
  - Identify and recruit external consultants

 ***Actionable Practices*** (about 6 in each theme)

← **Actionable Practice** (about 6 in each theme)

- Prepare for the review by understanding the rationale and logistics of the Review Process and its role within the institution’s mission, vision, and processes
  - *Identify key elements of a review (e.g., goal setting, types of data available for investigation, connection to recurring reviews and assessments) and their alignment with institutional goals and objectives.*
  - *Understand the timeline for the review and its associated logistical steps (e.g., identifying and recruiting external consultants, formatting and submitting a self-study report).*

Click on **Actionable Practice** to see **Implementation Strategies**  
(about 6 for each actionable practice)

Please remember that the EP3 Guide

- **IS NOT** a checklist of required actions.
- **It IS** a list of actions a department may consider if they are appropriate and applicable to the local situation.
- Chapters and sections are written and reviewed by individuals from a range of institution-types (to help ensure there are ideas useful for each type of institution to consider).
- This is **NOT** every possible idea for what to do (e.g., the ‘kitchen sink’).
- This does **NOT** contain the smallest level of detail outlining the specifics of implementing each idea -- local innovations are encouraged.
- There will be opportunities to discuss specifics applicable to your local context that may include: EP3 workshops, Departmental Action Leadership Institutes (DALI, year-long commitment), and an online forum (for immediate feedback).

You can find the draft section/chapter here:

<https://ep3preview.netlify.app/sections/program-review-preparing-for-a-departmental-review>

<https://ep3preview.netlify.app/sections/program-review-advice-to-external-consultants>

Note some key recommendations (voices of experience):

- do a review every 5-7 years;
- plan ahead, it may take a year or more;
- share leadership with a representative committee;
- begin with wide-ranging department discussions;
- finish with developing strategic initiatives;
- choose some consultants from peer and aspirant depts.;
- terminology: department review, external consultants; and
- annually review progress on adopted initiatives.

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We would like you to read/peruse the draft content of the Program Review section before we move to the final part of this breakout session with Q&A and discussion. Please be sure to include your questions and comments in the Google Doc (link is listed in your agenda).

Please now go to the chapter/section on Program Review to peruse it for the next 7-8 minutes. The link to the Program Review section is also in the Google Doc for this session.

<https://docs.google.com/document/d/1jJFFTTawmJFyeVtdC7nNYnMkLrgHTq1rxAi-t1Nr8WE/edit>

## Question to answer in the Google Doc

[https://docs.google.com/document/d/1C-Y96un4K\\_OL6cKsavHyWhBTHILclYx9Otv-zwRWEO4/edit](https://docs.google.com/document/d/1C-Y96un4K_OL6cKsavHyWhBTHILclYx9Otv-zwRWEO4/edit)

What do you think of the structure and content of this chapter?

Preparing for a Department Review

Please share other comments in the Google doc for this session)?

NOTE: If you are interested in following and commenting on revisions of this chapter, please give us your name and email address in the Google doc for this session.

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## Questions and Answers & Discussion

Other questions? Please put them in the Google doc.

My questions:

When you did your last Department Review, what aspect worked particularly well?

When you did your last Department Review, what do you wish you had known in advance?

## Section Evaluation: Program Review

**NOTE: for the 3:25 Breakout session only**, please consider providing feedback on your first impression of this section of the EP3 document (including the layout/formatting). This information will go to the Program Evaluator and will help refine what we have:

[https://docs.google.com/forms/d/e/1FAIpQLSfFXHQ-7O2tQafaCNmvVRMPL6crXJ6hcidPdr-xV-GxFObnHg/viewform?usp=pp\\_url&entry.1907548474=Program+review](https://docs.google.com/forms/d/e/1FAIpQLSfFXHQ-7O2tQafaCNmvVRMPL6crXJ6hcidPdr-xV-GxFObnHg/viewform?usp=pp_url&entry.1907548474=Program+review)

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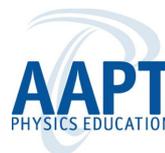
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