

Launching Annual Department Health Check-Ups



## Your Facilitators





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## Align Institutional and Departmental Goals



Keep Strategic Priorities at the Forefront

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Enrollment

3

4

5

**Cost Efficiency** 

Enrollment Growth Student Outcomes Faculty Diversity and Inclusion

Scholarship



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Is the department...

...working to close its instructional capacity gap by making the best use of its resources given demand for courses?

...aligning course offerings with demand, especially by term?

...promoting student progress and providing supporting resources? ...fostering an inclusive environment for faculty and supporting them throughout their careers?

...engaging in activities that contribute to institutional priorities, such as submitting publications?



# The Right Cadence? Annual





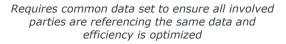


- Periodic program review process lacks regular check-ins and follow-up to ensure progress and relevance
- No consistency through department chair turnover or other transitions on campus



# Once Every Year Holistic Department Health Check-Ups

- Informs (but doesn't determine) day-to-day departmental decisions that impact institutional goals and strategy
- Conversation(s) including key decision makers connect resource, curricular, and personnel concerns
- Regular opportunity to adjust goals prevents transition-driven disruption





### **Once Every Day**

- One-off decisions (scheduling, hiring, promotion, teaching assignments, etc.) made as-needed without a unifying strategy
- Ad-hoc data reporting has no clear connection to departmental mission and priorities

## Six Principles to Guide Annual Health Check-Ups







### **Conduct Check-Ups Every Year**

Hold a formal evaluation conversation, at least annually





#### **Make It Easy**

Minimize reporting burden on chairs and other academic leaders





### **Know Where You Stand**

Share data on internal and external benchmarks openly





#### **Make It Matter**

Reward improvement with recognition and resources





### **Open the Black Box**

Connect performance and data to major resource decisions





### **Choose What's Important**

Prioritize a small number of goals to focus on each year

# **Prioritize Goals Using APS Metrics**



## Measure Strategic Priorities to be More Data-Informed

Sample Metrics Available in APS Platform



## **Cost Efficiency**

O Top Courses with Section Consolidation Opportunity

Pinpoint courses with potentially collapsible sections or that can be offered less frequently

Median Class Size Benchmark

See how the department compares to peers



### **Enrollment Growth**

Comparison of Demand vs.
Capacity by Department

Illustrate how a department may be facing capacity constraints, has room to grow, or has resource reallocation opportunities

Trends in Attempted Credit Hours

View attempted credit hours by course division and term



### **Student Outcomes**

Grades by Course Code

View DFW rates and ranges in section completion rate for courses by department

All selected metrics work together to provide better insight into departmental performance

## Lessons Learned from Dixie State University





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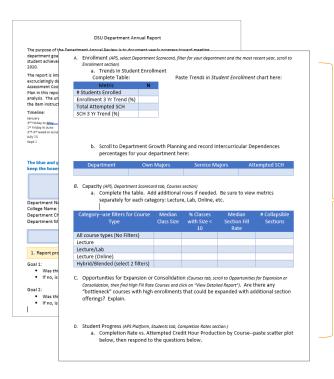
## Dixie State University

- Two years of annual department reviews
- Provost's Office launched standardized process to gain frequent insight into department health and reduce burden on chairs to provide information
- Created template for department chairs to complete using APS metrics
- Process has illuminated opportunities to recognize highperforming departments and better support those in need



## Dixie State University's Annual Report Template

## Reducing Burden on Chairs by Setting Clear Expectations



## Report Includes...

- Clear timeline on when the report is due, who will review it, and when review will be completed
- ✓ Thoughtfully selected metrics to measure departmental activities and ensure alignment with institutional priorities
- Guidance on what information and data to provide

## Available Resource: Toolkit





#### **Featured Tools**

- 1 Readiness Assessment
- 2 Milestones Timeline
- 3 Talking Points
- Follow-up introduction E-mail Template
- 5 Pick Your Metrics

- 6 Supporting Resources E-mail Template
- 7 How-to Guide for Locating and Interpreting Selected Metrics
- 8 Sample Annual Department Review Guide
- 9 Reflection Guide

## Tool 1: Readiness Assessment



Does your institution have an annual departmental review process in place?	4 Are there budgeting or resource decisions currently tied to unit performance?
Yes	Yes
No	No
Is your institution using quantitative data to inform your review process?  Yes  No	Do academic leaders, such as deans and department chairs, have the resources to use data?  Yes  No
Is your review process clearly articulated in a document that serves as a guide for those providing the data and information?  Yes  No	6 Does your institution have a designated project owner to ensure accountability for this process?  Yes  No



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