

APS Summit

2019

Launching Annual Department Health Check-Ups



Your Facilitators



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Align Institutional and Departmental Goals

Keep Strategic Priorities at the Forefront

1

Cost Efficiency



Is the department...

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

2

Enrollment Growth



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

3

Student Outcomes



...promoting student progress and providing supporting resources?

4

Faculty Diversity and Inclusion



...fostering an inclusive environment for faculty and supporting them throughout their careers?

5

Scholarship



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



Read [Academic Vital Signs](#) to learn more!



Once Every 5-8 Years

- 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

Requires common data set to ensure all involved parties are referencing the same data and efficiency is optimized

Six Principles to Guide Annual Health Check-Ups



1



Conduct Check-Ups Every Year

Hold a formal evaluation conversation, at least annually

2



Make It Easy

Minimize reporting burden on chairs and other academic leaders

3



Know Where You Stand

Share data on internal and external benchmarks openly

4



Make It Matter

Reward improvement with recognition and resources

5



Open the Black Box

Connect performance and data to major resource decisions

6



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

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

Earned Credits and Final 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



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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 high-performing departments and better support those in need

Dixie State University's Annual Report Template



Reducing Burden on Chairs by Setting Clear Expectations

DSU Department Annual Report

The purpose of the Department Annual Review is to document what you have accomplished and to set goals for the next year.

department goal student achievement 2020.

The report is intended to be a summary of your department's performance. Plan in this report analysis. The unit the item instruction.

Timeline:
January
3rd Friday in May
1st Friday in June
2nd Friday in June
July 15
Sept 1

The blue and yellow boxes are for your information. Keep the boxes.

Department Name
College Name:
Department Chair
Department Manager

1. Report preparation

Goal 1:
• Was this goal achieved?
• If no, is it still a goal?

Goal 2:
• Was this goal achieved?
• If no, is it still a goal?

A. Enrollment (APS, select Department Scorecard, filter for your department and the most recent year, scroll to Enrollment section)
a. Trends in Student Enrollment
Complete Table:

Metric	N
# Students Enrolled	
Enrollment 3 Yr Trend (%)	
Total Attempted SCH	
SCH 3 Yr Trend (%)	

 Paste Trends in Student Enrollment chart here:

b. Scroll to Department Growth Planning and record Intercurricular Dependencies percentages for your department here:

Department	Own Majors	Service Majors	Attempted SCH

B. Capacity (APS, Department Scorecard tab, Courses section)
a. Complete the table. Add additional rows if needed. Be sure to view metrics separately for each category: Lecture, Lab, Online, etc.

Category—use filters for Course Type	Median Class Size	% Classes with Size < 10	Median Section Fill Rate	# Collapsible Sections
All course types (No Filters)				
Lecture				
Lecture/Lab				
Lecture (Online)				
Hybrid/Blended (select 2 filters)				

C. Opportunities for Expansion or Consolidation (Courses tab, scroll to Opportunities for Expansion or Consolidation, then find High Fill Rate Courses and click on "View Detailed Report"). Are there any "bottleneck" courses with high enrollments that could be expanded with additional section offerings? Explain.

D. Student Progress (APS Platform, Students tab, Completion Rates section)
a. Completion Rate vs. Attempted Credit Hour Production by Course—paste scatter plot below, then respond to the questions below.

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

4 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



1 Does your institution have an annual departmental review process in place?

Yes

No

2 Is your institution using quantitative data to inform your review process?

Yes

No

3 Is your review process clearly articulated in a document that serves as a guide for those providing the data and information?

Yes

No

4 Are there budgeting or resource decisions currently tied to unit performance?

Yes

No

5 Do academic leaders, such as deans and department chairs, have the resources to use data?

Yes

No

6 Does your institution have a designated project owner to ensure accountability for this process?

Yes

No



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