

DEPARTMENTAL CURRICULUM REVIEW

_____ **Date**

I. DEPARTMENT

Name: _____

Name of Chair: _____

Name of Section: _____

Name of Section Head: _____

II. DEPARTMENTAL EDUCATIONAL OBJECTIVES

- A. Statement of the current goals and measurable objectives for the educational component of the department. Research and community service objectives should be included to the extent that they provide educational opportunities for students.

For departments with sections, there may be objectives relevant to the department as a whole, as well as specific section objectives that do not overlap. Both should be given. If there is no commonality in objectives among sections, apart from those that apply to the school as a whole, then the objectives should be given on a section basis. The decision for presentation rests with the department.

- B. Manner in which learning objectives are developed, updated, used, and made available to students.
- C. Statement of how program(s) objectives are currently being met.

The Program(s) of study should reflect the educational objectives of the department/section and the courses contributing to those programs should have content that support program objectives. There should be sufficient documentation to ascertain how each objective is being met.

III. COURSES

- A. Name of Department (and Section, if applicable).
- B. List all courses taught during current year including intersession, by title, credits, responsible faculty.

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- C. List all courses approved but not taught or scheduled during current academic year by number, title and credit.
- D. Provide as an appendix the most recent Curriculum Committee Course Reviews with updated syllabi for each course listed in B and C above.
- E. Describe the use of the first time course offering (Section 88), Special Studies (799), Special Projects (798) and Field Experience (797) or Capstone Practicum (SPHL 998) as they relate to the educational objectives.
- F. Provide a brief description of Continuing Education Courses or Programs given in the current academic year for which no academic credit was given.

IV. ADMINISTRATIVE PROCESSES CONCERNING STUDENTS

In this section, give the departmental (or section) processes with respect to each of the following listed activities. (Note: This information is not needed unless different from standard school policy as stated in the current School of Public Health and Tropical Medicine Bulletin.)

- A. Students in Departmental Degree Program:
 - 1. Recruitment or source of referral
 - 2. Admission process
 - 3. Advising process
 - 4. Follow-up process
 - 5. Evaluation process
- B. Students from Other Departments
 - 1. What attempts are made to make course content relevant to these students' area of interest?
 - 2. How are different levels or background preparation among students accommodated in the department (section) courses?
 - 3. Cite suggestions or problems relevant to student quality or performance or management that you feel would be instructive for the school as a whole.

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V. **INTRADPARTMENTAL REVIEW OF PROGRAMS, COURSES AND INSTRUCTIONAL QUALITY**

A. Department (Section to do SWOT analysis)

1. Strengths
2. Weaknesses
3. Opportunities
4. Threats

B. Analyze results and give plan for department implementation.

VI. **BRIEF FACULTY PROFILE**

Teaching and Research Interest

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