

COLLEGE CHEMISTRY CONSULTANTS SERVICE* (C₃S) INSTITUTIONAL INFORMATION FORM

One of the keys to a successful consultant visit is advance preparation by all parties. Preparing an internal review of departmental strengths, weaknesses, opportunities, and challenges is an essential first step in planning for change or conducting a thorough periodic program review. The following information will aid the consultant in preparing for the visit, and if it is appropriately distributed, it will give individuals on campus a clear picture of the present state of the department.

Please use this form to provide as much of the requested information as you can, and include additional explanations or comments as appropriate. Alternatively, the questions asked here can provide a guide for the self-study document mandated by some institutions as part of their program review processes. If you prepare such a study, it can be substituted for this form, as long as the major items included here are addressed. Also note that documents such as CPT applications or annual reports, five-year reports, CTPAS self-study forms, faculty résumés, and annual class schedules can provide some of the information requested here. If you do include such attachments, please indicate the specific questions to which they apply. This standard form has been developed for use by all C₃S client institutions, and we recognize that not all questions will apply equally to two- and four-year colleges and research-intensive universities. If a question does not apply to your department or institution, simply indicate "NA." In unusual cases that involve only one or two specific issues, such a comprehensive amount of information may not be required. But any significant deviation from normal procedures must be discussed in advance with the assigned consultant.

Please send one copy of this completed form or its equivalent, a copy of your college catalog or link to the on-line catalog, copies of any departmental reviews conducted within the past 10 years, the past 3 annual departmental reports (if such reports are prepared), and any other relevant materials to the C₃S consultant(s) assigned to your department. Some departments, colleges, and universities select consultants from the C₃S list but do not go through the C₃S process. If you choose to do this, you may contact your preferred consultant(s) directly. In such cases, C₃S does not need your institutional information or the final report; however, the consultant(s) would almost certainly wish to receive the same information we request here. For completeness of our records, we would appreciate it if you would inform the Division of Chemical Education administrator (Susan Greer, sgreer@purdue.edu) when C₃S consultants have been directly contacted and contracted.

Institution _____

Department _____

Address _____

Head, chair, or other contact _____

I. Institutional Information

- A. What is the present status of institutional accreditation? Give names of accrediting agencies.
- B. Is the chemistry department approved by the ACS Committee on Professional Training?
- C. Is the chemistry-based technician education program approved by the Chemical Technology Program Approval Service (CTPAS)?

II. Faculty and Staff

- A. Indicate distribution of chemistry faculty in various ranks and *institutional* salary range. Also indicate number of tenured faculty in each rank with T, tenure track with TT.

	Number in rank	Salary range for institution
Professor	_____	_____
Associate Professor	_____	_____
Assistant Professor	_____	_____
Adjunct or visiting prof.	_____	_____
Instructor	_____	_____
Full time faculty w/o rank	_____	_____
All part-time faculty	_____	_____

- B. Indicate number of laboratory instructors not included in II.A.

Full- or part-time professionals _____
Graduate teaching assistants _____
Undergraduate teaching assistants _____

If you use undergraduates as teaching assistants, describe standards for their selection and their duties.

- C. On separate sheets, list chemistry faculty members by name and title, giving degrees held by each; prior professional experience; honors; current professional activities, including publications; attendance at recent scientific meetings; and assignments on key campus committees. *Alternatively, attach résumés of all faculty members.*
- D. Tabulate faculty teaching responsibilities in the current academic year, providing the following information for each faculty member.

<u>Name</u>	<u>Course</u>	<u>Term</u>	<u>Contact hrs. per week</u>		<u>Credit hrs.</u>
			<u>Lecture</u>	<u>Laboratory</u>	

- E. What teaching load credit is given for each contact hour spent in the laboratory? _____

Is load credit given for any of the following?

Supervising student research and independent study _____
Curriculum development _____
Administrative duties _____
Other (specify) _____

F. Indicate approximate number of staff hours available per week in the following categories.

Stockroom manager _____
Computer technician _____
Electronics technician _____
Shop technician _____
Glass blower _____
Secretary, clerk, office manager _____
Other (specify) _____

G. What faculty or staff positions, if any, are currently authorized but unfilled?

H. What changes in personnel, including new faculty positions, are anticipated in the next three years?

III. Departmental (Divisional) Administrative Procedures

A. How is the chemistry department chair (or science division chair if there is no chemistry department) selected?

How long is the normal term for a chair?

_____ years _____ indefinite

Can a chair be re-elected or reappointed to multiple terms? If so, how many?

B. How frequently are department (or division) meetings held, and who sets the agenda?

C. Name the standing departmental (or divisional) committees, if any.

D. Estimate the average time a chemistry faculty member spends per week on committee work.

Departmental/divisional _____ College-wide _____

E. How is long-range planning done at the department level?

F. Briefly describe procedures for approving faculty searches and for recruiting, selecting, and appointing new faculty members.

G. Briefly describe procedures for awarding tenure (or continuing contracts) and promotion (or step advancement).

- H. Briefly describe the departmental process for making teaching assignments.
- I. Briefly describe the process for drawing up the departmental budget and making purchase requests.

IV. Curriculum

- A. Indicate the number of chemistry (science*) degrees awarded over the past five academic years. Also indicate the average annual number of degrees awarded by the institution over this period.

<u>Academic year</u>	_____	_____	_____	_____	_____	_____	<u>Ave. inst. degrees</u>
AA*	_____	_____	_____	_____	_____	_____	_____
AS*	_____	_____	_____	_____	_____	_____	_____
AAS*	_____	_____	_____	_____	_____	_____	_____
BA	_____	_____	_____	_____	_____	_____	_____
BS	_____	_____	_____	_____	_____	_____	_____
MA	_____	_____	_____	_____	_____	_____	_____
MS	_____	_____	_____	_____	_____	_____	_____
PhD	_____	_____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____	_____	_____

- B. Specify the number of required credit hours for chemistry (science*) majors in the following degree programs.

	<u>BA</u>	<u>BS</u>	<u>MS or MA</u>	<u>AA, AS, or AAS</u>	<u>PhD</u>	<u>Other</u>
Chemistry	_____	_____	_____	_____	_____	_____
Mathematics/computer sci.	_____	_____	_____	_____	_____	_____
Physics	_____	_____	_____	_____	_____	_____
Foreign language	_____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____

- C. Attach a list of the courses regularly offered in the chemistry department, indicating for each course typical enrollments, recent texts, and frequency of offering. Check the courses required of chemistry majors. *Attaching an annotated course schedule may be sufficient.*
- D. Do you have undergraduate research programs in chemistry during the academic year? _____
 During summer? _____ Is research participation required for a bachelor's degree? _____
- E. List the number of undergraduates participating in research during the past five years.

Academic year	_____	_____	_____	_____	_____
Academic year participants	_____	_____	_____	_____	_____
Summer participants	_____	_____	_____	_____	_____

F. If you have an honors program, please describe it briefly.

G. If you have a tutorial or other academic support program, please describe it briefly.

V. Students

A. What is the total undergraduate enrollment of your institution for the current year? _____

B. How many junior/senior students are chemistry majors? _____ Minors? _____

C. How many freshman/sophomore students are chemistry majors? _____ Minors? _____

D. Estimate the annual number of nonscience majors taking a chemistry course to satisfy a science distribution requirement. _____

E. Estimate the annual number of nonchemistry majors taking a chemistry course to satisfy a requirement in another major. _____

F. What is the average number of student advisees assigned to each chemistry faculty member?

Majors	_____	Undergraduates	_____
Non-majors	_____	Graduates	_____

G. What clubs, professional societies, or honor societies are available to chemistry, and/or chemical technology majors (e.g., ACS Student Affiliates Chapter, Phi Lambda Upsilon, Alpha Chi Sigma, local chemistry club)?

H. Is a special study space or reading room available for undergraduate chemistry majors?

I. Tabulate the percentage of chemistry majors who have entered graduate school in chemistry or in closely related fields during the past five years.

Year	_____	_____	_____	_____	_____
% of students	_____	_____	_____	_____	_____

J. Tabulate the percentage of chemistry majors who have entered professional health-related programs during the past five years.

Year	_____	_____	_____	_____	_____
% of students	_____	_____	_____	_____	_____

K. Tabulate the percentage of chemistry majors who have entered secondary or elementary school teaching during the past five years.

Year	_____	_____	_____	_____	_____
% of students	_____	_____	_____	_____	_____

L. For two-year colleges, tabulate the number (if possible) of students who have transferred to four-year institutions with the intention of majoring in science during the past five years.

Year	_____	_____	_____	_____	_____
% of students	_____	_____	_____	_____	_____

M. How many chemistry majors currently hold institutional or national scholarships?

N. If your institution has a graduate program, indicate the average number of undergraduates who enter the program, and describe the role of your graduate students in undergraduate instruction.

VI. Financial Resources

A. Provide a copy of your departmental operating budget for the current fiscal year. Alternatively, complete the following table, indicating dollar amounts in each category.

Salaries and wages	
Faculty	_____
Other personnel	_____
Instructional supplies	
(including laboratory)	_____
Office supplies	_____
Postage and telephone	_____
Printing	_____
Equipment and instrumentation	_____
Instrument maintenance and repair	_____
Library	
Journal subscriptions	_____
Books	_____
Other (specify)	_____
Total	_____

B. Comment on any relevant budgetary trends.

C. Indicate dollar amount of funds currently available in addition to the above departmental budget and the sources of these funds.

	<u>Internal Sources</u>	<u>External Grants to Institution</u>	<u>External Grants to Individuals</u>
Teaching	_____	_____	_____
Research	_____	_____	_____

D. How many chemistry faculty went on sabbatical or professional leave during the past five years?

What are the terms of your sabbatical leave program?

E. Are funds available to support faculty travel to professional meetings and other professional expenses?

If so, what is the usual annual grant?

VII. Other Resources

A. Indicate the number of rooms available in your department for the following purposes and their capacity.

Class and seminar rooms _____

Teaching laboratories _____

Research laboratories _____

Storage and preparation rooms _____

Departmental library _____

Student study rooms _____

Computer rooms _____

Instrument rooms _____

Other special purpose rooms _____

Do individual faculty have private or semi-private offices? _____

Do individual faculty have private research laboratories? _____

Are any physical expansions or renovations anticipated in the near future? If so, explain.

B. Indicate major instruments currently available for instruction and research.

Indicate the department's greatest needs for new instrumentation.

- C. List the major chemically related professional journals currently available to undergraduates in hard copy.

Describe arrangements for student use of additional journals via online access, interlibrary loan, etc.

Do students have access to *Chemical Abstracts*? If so, describe the nature of that access.

- D. Is there a regular chemistry seminar or colloquium series?

How many visitors spoke in the department last year?

Are there departmental or institutional funds available for such visiting speakers?

VIII. What do you see as the major problems, both immediate and long-range, confronting your department? What has brought you to this point?

Name and title of person preparing report

Date

**A service to college chemistry departments coordinated by the ACS Division of Chemical Education, Inc.*