Proposal for Course Release or Stipend
in Conjunction with
Department of Mathematics and Computer Science 6-year Report

The Department of Mathematics and Computer Science respectfully requests a 4-unit course release or stipend (depending on pending staffing issues expected to be resolved by April 2013) for the Department Chair (expected to be Patti Hunter) for Spring 2014. No member of the Department of Mathematics and Computer Science has received a course release for the work of departmental program review in the last 6 years. With appropriate amounts of help from departmental members, the Department Chair will write the proposal, direct departmental efforts, keep everyone in good spirits, and write the 6-year report. As indicated by the check marks in the Course Release Eligibility Criteria Checklist below, all eligibility criteria have been met.\(^1\)

### Course Release Eligibility Criteria Checklist

<table>
<thead>
<tr>
<th></th>
<th>The mission statement is posted on the departmental website</th>
<th>✓</th>
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<tbody>
<tr>
<td>2.</td>
<td>Few in number measurable Program Learning Outcomes are posted on the departmental website</td>
<td>✓</td>
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<td>3.</td>
<td>Updated Curricular Map is posted on the departmental website</td>
<td>✓</td>
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<td>4.</td>
<td>Multi-year Assessment Plan is posted on the departmental website</td>
<td>✓</td>
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<td>5.</td>
<td>The Program Review Archives are organized and used appropriately</td>
<td>✓</td>
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1. **Aims**

The department’s 6-year report is due September 15, 2014. If a course release/stipend is awarded for the year 2013-14, the year will be used to accomplish the following aims:

Short-term:
1. assess the PLO “Creativity” as indicated in our Multiyear Assessment Plan;
2. compile our 6-year report;

Before the year of the course release/stipend, we have this Long-term aim:
1. During the 2012-13 year we are assessing our “Christian Connection” PLO

2. **Time Line**

**Short-term and Long-term:** The following is the schedule of department meetings for the years remaining until the 6-year report is due (2012-13 and 2013-14)

- **2/26/13** Review the means of assessment and benchmarks for the 2013-13 PLO; assign department members to collect relevant data for the PLO for Spring 2013; review action items remaining to be completed for 2012-13 and assign department members to the tasks associated with the action items.

- **3/26/13** Review draft of alumni survey described in 2012 Annual Assessment Update and assign department members to the tasks associated with administering the survey.

- **4/23/13** Verify that plan for data collection for 2012-13 PLO and plans for administering alumni survey are being carried out; revise as necessary.


- **8/15/13** Collectively review penultimate draft of 2013 Annual Assessment Update and revise as needed.

\(^1\)We’ve done our best to verify this claim. For any gaps we see no cause to blame. The PRC has not sent us its thoughts, nor told us how we might correct our faults.
9/10/13 Review the means of assessment and benchmarks for the 2013-14 PLO; assign department members to collect relevant data for the PLO for Fall 2013;

9/15/13 Submit 2013 Annual Assessment Update.

10/8/13 Review the set of tasks to be completed for the 6-year report; assign tasks to department members and determine timetable for accomplishing those tasks;

11/19/13 Review progress toward collecting relevant data for the 2013-14 PLO; insure that what remains to be completed for the semester will be done.

12/10/13 Review progress toward completing tasks for the 6-year report; revise set of tasks and timelines as needed. Review data collected on 2013-14 PLO and plan future discussions to reflect on the data.

1/7/14 Begin reflecting on data collected in Fall 2013 relative to 2013-14 PLO. Assign department members to collect relevant data for the PLO for Spring 2014;

2/18/14 Review progress toward completing tasks for the 6-year report; revise set of tasks and timelines as needed.

4/1/14 Review progress toward collecting relevant data for the 2013-14 PLO; insure that what remains to be completed for the semester will be done.

4/31/14 Observe a day of rest and reflection in preparation for the work remaining.

5/13/14 Review progress toward completing tasks for the 6-year report; revise set of tasks and timelines as needed. Review data collected on 2013-14 PLO and plan future discussions to reflect on the data.


8/15/14 Complete compilation of sections for 6-year report as written by department members.

9/9/14 Collectively review penultimate draft of 6-year report; revise as needed.

9/15/14 Submit 6-year Report.

3. Responsibilities
4.
   o Who is responsible for assessing particular outcomes?
     Assignments will be made at designated meetings listed above. In most cases, each department member has some responsibility for assessing all outcomes.
   o How will the results be shared among members of the department?
     Results will be shared among members of the department at the designated meetings listed above.
   o How will the information be transferred to the Chair for the report?
     Information will be transferred to the Chair for the report at the designated meetings listed above as well as by email, phone call, carrier pigeon, and one-on-one conversations. Information stored on the PR Archive will of course be automatically transferred to the Chair, except in cases where Box storage and myfiles malfunction.
   o Who is in charge of archiving the work?
     The Chair will coordinate the archiving of the work; all members of the department will participate as assigned at the designated meetings listed above.