

## Appendix II Self-Study Outline Checklist

Please keep your self-study and plan for the future to 20 pages or fewer. If additional questions were raised in the MOU please ensure that the self-study addresses those issues. Given that this is a review of doctoral and terminal degree programs, information about the undergraduate program should not be included in the narrative. The narrative should also refrain from including data tables and charts, which can be placed in the appendices. Appendices should be submitted as a separate document.

Part	Contents	Check
<b>I</b>	<b>Executive Summary of Comprehensive Plan for Improvement</b>	
<b>II</b>	<b>Overview</b>	
a	Introduction to contemporary issues in the academic discipline or field	
b	Current academic/intellectual profile of the program (how its profile compares to other programs in the field and what distinguishes it from other programs)	
c	A statement of program learning outcomes	
d	Recommendations of the previous UCAR review, and progress since that assessment	
e	A statement of how the program is responsive to the University's Strategic Vision	
<b>III</b>	<b>Comparative Strengths, Distinctiveness, and Weaknesses</b>	
a	Assessment of the current academic stature, including national rankings and metrics of excellence, with particular attention to program being reviewed	
<b>IV</b>	<b>Assessment of Student Quality</b>	
a	How the program reviews the progress of each doctoral student	
i	What forms such reviews take and at what stages in the student's career reviews are administered	
ii	What is the nature of the qualifying exam	
iii	How the student is informed of the results of the review	
iv	What measures are taken if the student is not making good progress towards the degree	
b	Quality and diversity of students and placement of graduates - A statement of how the program is increasing the number of underrepresented minorities among their students.	
<b>V</b>	<b>Assessment of Faculty Quality</b>	
a	Stature and diversity of faculty, including recent achievements, research strengths, sponsored research support, patents, performances, and service. A statement of how the program is increasing the number of underrepresented minorities among their faculty.	
b	Quality of teaching, evaluation of educational programs, and evidence of student learning	
c	Contributions to interdisciplinary research and teaching in conjunction with other programs at USC and/or elsewhere	
d	The impact of undergraduate teaching on faculty resources	

### Self-Study Outline Checklist (cont'd)

Part	Contents	Check
<b>VI</b>	<b>Comprehensive Plan for the Future</b>	
a	Prepare an integrated plan for improvement over the upcoming five-year period to increase the program's stature and to achieve eminence. This should reflect a detailed action plan with concrete steps to move forward and advance the interests of the program	
b	List core objectives and priorities clearly and the sequence of actions to be taken for each	
c	Consider where the academic discipline is likely to be headed in the next five years. Indicate how the program will position itself in the changing context	
d	Consider what opportunities exist to extend current strengths. Briefly discuss major obstacles	
e	Explain what internal improvements are possible <i>through reallocation of existing resources</i>	
f	Explain improvements that can only be addressed through additional resources. If these resources are not made available, explain how the department will nevertheless achieve eminence and face the challenges described	