

## SACS Questionnaire for Academic Department Chairs/Directors

*Fellow Chairs or Directors: Your assistance is needed for our SACS re-accreditation report. Please help us complete our report with accurate information by answering the questions below. Return this form to Susan Calovini (Box 4487) by Wednesday, October 30. Thank you.*

**[Response: 18 of 24 questionnaires were returned, or 75%. Some responders checked more than one option per question. Responses are in boldface below.]**

Please check the appropriate answers:

**A. How are undergraduate advisees assigned to advisors in your department?**

- 6 distributed evenly among faculty advisors
- 12 distributed to faculty advisors according to major, minor, or area of specialization
- 4 other. Explain briefly:
  - 2 **Distributed as evenly as possible**
  - 1 **Freshmen have a Freshman Advisor**
  - 2 **Advisees are distributed evenly in alphabetical order**
  - 3 **Special advisor for students possessing benefits (e.g., VA)**
  - 1 **No response**

**B. How are graduate students advised in your department?**

- 1 by the graduate coordinator
- 0 by the department chair
- 6 by a combination of graduate coordinator, chair, and faculty members
  - 1 of these = **by Coordinator, Chair, Faculty, and Committee Chair**
- 11 not applicable; no graduate program

**C. Has your department recently done a survey of student satisfaction with advising?**

- 2 yes (in what year? 1 = 2000; 1 = Done every semester)
- 16 no

**D. If yes, would you be willing to share your survey and results with the SACS committee?**

- 1 yes (Please send a copy)
- 0 no

**E. Are the faculty in your department responsible for the content, quality, and effectiveness of your curriculum/curricula?**

- 17 yes
- 3 yes with the following qualifiers:
  - 1 **Follows American Chemical Society broad outlines**
  - 1 **Follows Tennessee Board of Regents (TBR) guidelines but provide input**
  - 1 **Except when central administration/TBR mandates occur**
- 0 no
- 1 no response

**F. If yes, what processes or documents illustrate this responsibility:**

- 13 review by department curriculum committee or other department program supervisors
- 2 departmental committee policies or guidelines that specify oversight of curriculum
- 9 course syllabi
- 5 other. Explain briefly:
  - 1 **Agenda and minutes of faculty meetings**
  - 1 **Accreditation requirements**
  - 1 **Review of literature**

- 1 Ad hoc committees are formed to modify/develop or evaluate curriculum and changes
- 1 American Chemical Society accreditation

**G. Are program coordination and curriculum review and development (of majors, minors, and concentrations) overseen by qualified, full-time faculty members?**

18 yes

0 no (If no, briefly explain the exceptions:)

**H. Does your department keep records of these program coordination/curriculum review and development assignments?**

11 yes (3 provided the following details: )

1 Maintained by area specialist

1 Program review documents

1 Meeting minutes

5 no

2 no response