



NOVA SCOTIA COLLEGE OF ART AND DESIGN (NSCAD UNIVERSITY)

## **SELF-STUDY REPORT GUIDE**

The following categories comprise a basic guide to what topics should be considered for inclusion in the Self-Study Report. These suggestions are not meant to restrict the Self-Study Committee in its choice of topics to be addressed.

The Self-Study Committee may ask departments, committees, or other groups to produce documents, reports, or other information to assist with the review. The Self-Study Committee will review all information collected and prepare a Self-Study Report.

### **1) Introduction**

- Date of last review
- Brief description and history of program
- Relationship to other programs at NSCAD
- Identify indicators of program quality that are to be considered, such as curriculum, faculty qualifications, students, success of alumni
- Summary of program changes and developments in response to last review
- Anticipated program changes within the next two years, as a response to last review
- Faculty and University initiatives which could impact the review

### **2) Program analysis**

- Current calendar listing including:
  - Course descriptions
  - Program requirements and prerequisites
  - Admission policies and standards
  - Academic regulations (including evaluation/grading policy)
- Summary table listing (for the last 5 years): Courses offered in each term, enrolment (program and non-program), instructors (including name and category of each appointment)
- Learning objectives
- Number of students applying to the program each year over the last 5 years
- Number and proportion of interdisciplinary students taking classes in the program/division
- Student Graduation Ratios - Degrees awarded each year over the last 5 years in comparison to admissions
- Student time-to-completion (average length of program)
- Student-faculty ratios
- Grade distribution patterns
- Number of F/T tenured/tenure track, RPT, ICA faculty members including rank
- Comment on any impact of the University's diversity and equity policies on the program area

- Curriculum changes in past 5 years
- Relationship to the interdisciplinary program
- Joint programs, partnerships, co-operating institutions
- Identify any health or safety issues/concerns
- Links between the program/division and the local, national and international arts communities and organizations
- Visitors to the program (last five years)
- Special exhibitions/conferences/artist talks/panel discussions etc. organized within the program over the past five years
- Additional relevant information (including any special initiatives undertaken)

### **3) Teaching research and creative practice**

- Faculty/Program/Division's contribution to research and creative practice with comment on economic and non-economic value
- Impact of research and creative practice on teaching and student recruitment
- Current CV for each faculty member

### **4) Students**

- Recruitment efforts and association with the Office of Admissions and Enrolment Services
- Admission practices for the University and the specific program(s)
- Orientation, advising and mentoring
- Employment/placement or status of students over last 5 years
- Identified student satisfaction and concerns
- Student organizations
- Student publications, exhibitions, theses

### **5) Alumni**

- Events for alumni and follow-up
- Selected Alumni (Employment or status of notable alumni)

### **6) Resources**

- Faculty and staff resource planning through next 5 years
- Current faculty space, lab space, studio space, student space, and staff space
- Description of facilities, spaces, special equipment, resources (including library)
- Equipment and support services and planning for next 5 years
- Annual operating budgets

### **7) 5-year academic plan**

- Identify areas for future curriculum and program development

### **8) Major Areas of Interest for External Review**

- Identify any specific areas of special interest which could be considered by the external review team

## **CONTENT AND FORM OF THE SELF-STUDY REPORT**

- i. Cover page**
  - Name of program(s) under review
  - Signatures of Self-Study Committee and Chair/Director of Departments/Programs
- ii. Table of Contents**
- iii. Summary of Strengths and Weaknesses of Program Reviewed and Recommendations of the Committee**
- iv. Introduction**
- v. Program analysis**
- vi. Teaching research and creative practice**
- vii. Students**
- viii. Alumni**
- ix. Resources**
- x. 5-year academic plan**
- xi. Major Areas of Interest for External Review**
- xii. Numbered Recommendations**
- xiii. Appendices**
  - Any Relevant Documentation

**For further information, please contact:**

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