Literature and Languages Graduate Program Review Action Plan
5/19/06

The department will be administrated by a management team from June 1, 2006 until May 31, 2007. The team will consist of an interim assistant head from within the department, an interim head appointed from outside the department, as well as two consulting administrators from English or language departments outside the campus. The duties of these roles will be as follows:

a. Interim Head –
   1. To establish and monitor a timeline of activities to respond to issues raised in the Graduate Program Review External Reviewers report
   2. To coordinate a search committee for a permanent head
   3. To coordinate communication with the external consultants on draft documents and other issues
   4. To assist with enrollment management (course rotation, faculty workloads, etc.)
   5. Preside over monthly faculty meetings
   6. Attend committee meetings as necessary to meet timelines and work goals
   7. Serve on college Executive Council

b. Interim Assistant Head
   1. To monitor daily activities such as, but not limited to: student issues, facilities, supervision of graduate assistants, writing center, language lab, and undergraduate advising
   2. To develop enrollment management practices (course rotation, faculty workloads, etc.)
   3. Will write narratives for faculty evaluations based on review by the appropriate faculty group

c. External Consultants
   1. To advise on construction and approval of draft documents
   2. To advise on curriculum development and emphases of degree
programs

3. To advise on evaluation and rewards procedures

4. To advise on other issues related to breadth, scope, mission, organization, and evaluation as necessary

Four committees will be organized to accomplish tasks.
Graduate Committee
1. To review graduate degrees for currency and recommend changes as appropriate

2. To determine future program coverage and emphases

3. To determine an appropriate admission, advising, and student monitoring system

4. To develop a graduate student handbook

5. To develop strategies for incorporating theses or dissertation progress throughout the degree program

6. To develop an assessment plan

Undergraduate Committee
1. To review undergraduate degrees for currency and recommend changes as appropriate

2. To determine future program coverage and emphases

3. To develop an undergraduate student handbook

4. To develop an assessment plan

Professional Development
1. To develop and implement an annual evaluation system that rewards meritorious service

2. To develop elaborations for expectations for tenure and promotion to Associate Professor and Professor in Teaching, RSCA, and service

3. To review faculty portfolios for annual reviews

Mission, Goals, and Organization
1. Develop a Mission and Vision State to Guide future program
planning

2. Work with external consultants to determine degree focus and intent as well as student recruitment demographic

3. Work with Undergraduate and Graduate Programs to determine scope and breadth of programs

4. Determine internal governance system that will best accomplish mission/vision

The Deans of Graduate Studies and Research and the College of Arts and Sciences will receive periodic reports of progress on addressing concerns and will meet with the faculty, if necessary, to assure that objectives are met.