

## Guided Questions for College Meeting Break Out Discussions

College:

Name of the School/Academic Program/Department:

Please list the faculty and staff contributing to this discussion:

Please provide the name of the person distributing and submitting this form:

Is your group currently in an academic program, department or school?

- 1) If your academic program is part of a school, should the School become a department? Y/N
  - a. Should the school be separated into different departments? Y/N
    - i. What contributed to your thinking in answering the above questions?
  - b. What is the recommendation for the school (structurally) as we transition to the department model?
- 2) If your program is not part of a school, should the program become a department/remain a department by itself? Y/N
  - a. Why or Why not?
- 3) What needs to change in order for your existing structure (academic program or school) to become a department?
- 4) Would the new unit be governable (sufficiently ranked faculty to serve on ARTP Committees? and faculty eligible to be Chair?) Y/N
  - a. If no, how many more faculty are needed? What type/rank?
  - b. Do you have a recommendation on how to meet that/those need(s) in your unit for the immediate future?
- 5) To address your program needs, how many faculty should comprise an effective department?
  - a. What is the minimum number of faculty that would comprise a department? (Please consider any accreditation needs and reference that accreditation.)
- 6) If you are in a small academic program (low faculty numbers), does it make sense for your academic program to combine with a related academic program(s) to create a department until you reach the appropriate number of faculty? Y/N
  - a. Why/Why not?
  - b. If so, what other academic program(s) would you recommend combining with?
- 7) Aligned with the number of programs and students in a given department, what additional administrative posts would be necessary beyond the Chair – Assistant Chair?
  - a. What data/rationale would support these additional administrative posts?
- 8) Are program coordinator position(s) required due to your program/department's accreditation? Y/N
  - a. If yes, please provide accreditation reference.
- 9) What additional information about your academic program, department or school would be helpful as the Task Force continues the review of this process and makes implementation recommendations?

- 10) Is there a volunteer from this group who would serve as the representative of this academic program/department/School as we move through this process over the next year? Y/N
- a. If yes, please provide the name.

Thank you very much for providing this information for the Department and Chair Implementation Task Force’s review to inform their recommendations to the Provost. Please retain this copy and distribute to your group members and your Task Force College Representative for their records. Please copy and paste the responses into this survey (also found on the Task Force on Departments and Chairs [website](#)). Survey entries are requested as soon as possible or by the end of the day on Wednesday, May 18.

Departments and Chairs Implementation Task Force  
College Representatives

College of Education	Fran Stavola-Daly
College of Liberal Arts	Holly Logue
College of Business and Public Management	Thomas Lateano
Hennings College of Science, Technology & Math	Laura Lorentzen
Nathan Weiss Graduate College	Ray DiVirgilio
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