**Communications Media Program Review**

**Action Plan in Table Format**

**December 5, 2019**

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| **Specific area where improvement is needed** | **Evidence to support the recommended change** | **Person(s) responsible for implementing the change** | **Timeline for implementation** | **Resources needed** | **Assessment Plan** |
| **Mission Statement** | | | | | |
| 1. Update Communications Media major mission statement to align with current University and School of Arts and Sciences mission statements | Work on updating the Communication Media major mission statement began in the Assessment Workshop in May 2019. | Department Chair, Concentration Coordinators, Communications Media faculty | Complete by May 2020 |  | Report updated Communications Media major mission statements in Annual Departmental Plan Report for AY20 |
| 2. Revise Concentration mission statements (including Theory and Internship) to align with updated Communications Media major mission statement | As noted by the external evaluator, the mission statements for each concentration are not currently aligned with the mission statement for the major or each other. | Department Chair, Concentration Coordinators | Complete by December 2020 |  | Report updated concentration mission statements in Annual Departmental Plan Report for AY21 |
| **Student Learning Outcomes** | | | | | |
| 3. Update Student Learning Outcomes (SLOs) for the major | The SLOs for the major have not been updated in more than a decade. | Department Chair, Concentration Coordinators, Communications Media faculty | Complete by May 2020 |  | Report updated SLOs in Annual Departmental Plan Report for AY20. |
| 4. Develop Student Learning Outcomes (SLOs) for each concentration, including Theory and Internship | At this time, the concentrations, including Theory and Internship, do not have formalized SLOs. | Department Chair, Concentration Coordinators, Communications Media faculty | Complete by December 2020 |  | Report Concentration SLOs in Annual Departmental Plan Report for AY21. |
| 5. Course Mapping of Student Learning Outcome (SLOs) | The department does not have a formal curriculum map with SLOs mapped to specific courses. | Department Chair, Concentration Coordinators, Communications Media faculty | Complete by May 2021 |  | Report Concentration SLOs in Annual Departmental Plan Report for AY21. |
| **Internship Assessment** | | | | | |
| 6. Update Portfolio Defense Evaluation Form | The current form can be developed further to provide more detailed assessment of student portfolios and align with updated SLOs. | Department Chair, Internship Director, UARC department representative, Concentration Coordinators | Complete by May 2021. Portfolio Defense Evaluation Form will incorporate updated major and concentration SLOs. |  | Include progress report update in Annual Department Plan Reports for AY20 and AY21. |
| 7. Update Internship Performance Appraisal Form | The current form can be developed further to provide more detail about student intern performance and align with updated SLOs. | Department Chair, Internship Director, UARC department representative | Complete by May 2021. Internship Performance Appraisal Form will incorporate updated major and concentration SLOs. |  | Include progress report update in Annual Department Plan Reports for AY20 and AY21. |
| 8. Develop template for a report with internship appraisal data to be delivered to faculty at the conclusion of each internship cycle. | At this time, internship appraisal data is not distributed to faculty. | Department Chair, Internship Director, UARC department representative | Finalize report template by May 2021. |  | Include progress report update in Annual Department Plan Reports. |
| **Enrollment** | | | | | |
| 9. Increase the number of courses offered that can fulfill a LA&S requirement | As an incremental strategy to address a decline in enrollment, the external evaluator recommended making more Communications Media courses available to students outside the major. Specifically, he recommended making an introductory production class available to fulfill a general education requirement. | Department Chair, Concentration Coordinators | Submit AUC proposals in AY20 and AY21, ahead of the implementation of the new LA&S curriculum in Fall 2021. |  | Include progress report update in Annual Department Plan Reports for AY20 and AY21. |
| **Major Structure** | | | | | |
| 10. Revision to the program structure and move to distinct majors. | The external evaluators for the 2014 Program Review and 2019 Program Review recommended investigating moving from the current concentration structure to distinct majors. | Department Chair, Concentration Coordinators, Communications Media faculty | Ongoing |  | Include progress report update in Annual Department Plan Reports. |
| **Facilities** | | | | | |
| 11. Address deferred maintenance and infrastructure updates to Film/Video and Photography facilities. | There has been a long-standing need to update the infrastructure in the facilities used by the Film/Video and Photography concentrations as noted by external evaluators for the 2014 Program Review and 2019 Program Review. | Department Chair, Dean of Arts and Sciences, Capital Planning and Maintenance | Ongoing |  | Include progress report on updates to infrastructure in  Annual Departmental Plan Report |