

AUB Institutional Self Study Survey – Academic Chairpersons

I. Mission of the University							II. Governance & Leadership											
Rate your agreement with the following statements:							SD	D	N	A	SA	DK						
1	I am aware of AUB mission statement.																	
2	The mission statement is clear and transparent in language and content.																	
3	The mission statement is realistic and achievable.																	
4	The mission statement is consistently being applied																	
5	The mission statement is shared with and properly communicated to AUB community.																	
6	The mission statement reflects AUB's role in the region.																	
7	AUB has been successful in achieving it.																	
8	I participated in the development of the mission statement.																	
9	Issues of governance are discussed openly and freely at AUB																	
10	Faculty have opportunity to provide input regarding decisions affecting them																	
11	The system of faculty representation (Senate) is appropriate for AUB																	
<p>AUB Mission Statement: AUB is a teaching-centered research university, convinced that excellence in teaching and research go hand-in-hand. Its mission is to enhance education, primarily the education of the peoples of the Middle East, to serve society through its educational functions, and to participate in the advancement of knowledge. AUB bases its educational perspective and methods and its academic organization on the American model of higher education. The university emphasizes scholarship that enables students to think for themselves, stresses academic excellence, and promotes high principles of character. It aims to produce men and women who are not only technically competent in their professional fields but also life-long learners who have breadth of vision, a sense of civic and moral responsibility, and devotion to the fundamental values of human life. The university believes in and encourages freedom of thought and expression. It expects, however, that this freedom will be enjoyed in a spirit of integrity and with a full sense of responsibility.</p>																		
III. Planning & Resource Allocation																		
Rate your agreement with the following statements							SD	D	N	A	SA	SD	D	N	A	SA		
I am aware of the content of the following plans												I have received performance targets/outcome statements related to any of the following						
12.	campus-wide plans (the Master Plan, the AUB 2004 Vision Statement, etc.)											24.	campus-wide plans (the Master Plan, the AUB 2004 Vision Statement, etc.)					
13.	formal plans in my faculty or division (A&S, Personnel, etc.)											25.	formal plans in my faculty or division (A&S, Personnel, etc.)					
14.	specific plans for my department or unit (Geology, OIRA)											26.	specific plans for my department or unit (Geology, OIRA)					
I provided input (advice, data) into any of the following plans:												27. Budget allocation at my school/dep't. is guided by AUB's mission & objectives						
15.	campus-wide plans (the Master Plan, the AUB 2004 Vision Statement, etc.)											28.	I have witnessed/contributed to efforts for cost reduction/ increase revenues in my department in the past five years. Illustrate with examples(s)					
16.	formal plans in my faculty or division (A&S, Personnel, etc.)											29.	I have witnessed/contributed in efforts to improve budget control in my department in the past five years? Illustrate with example(s)					
17.	specific plans for my department or unit (Geology, OIRA)											30.	There a regular periodic plan for upkeep and/or replacement of facilities and equipment					
I know who makes key decisions about the following												31. AUB exercises space planning on a regular basis						
18.	campus-wide plans (the Master Plan, the AUB 2004 Vision Statement, etc.)											32.	AUB undertakes regular physical/ financial resource planning procedures to determine					
19.	formal plans in my faculty or division (A&S, Personnel, etc.)											33.	AUB systematically uses information obtained through its evaluation activities.					
20.	specific plans for my department or unit (Geology, OIRA)											34.	Institutional effectiveness, as it relates to resources, is achieved.					
I have been involved/informed of operating budget discussions in any of the following												35. AUB periodically evaluates its achievements in terms of resource allocations						
21.	campus-wide budgets (the Master Plan, the AUB 2004 Vision Statement, etc.)											36.	AUB periodically re-evaluates all set policies related to resource alignment and prioritization.					
22.	budgets in my faculty or division (A&S, Personnel, etc.)											37.	My department has adequate office space to accommodate all personnel					
23.	operating budgets for my department or unit (Geology, OIRA)											38.	My department had adequate resources to provide all faculty with an office computer and access to a secure printer					

* SD = Strongly Disagree, D = Disagree, N = Neutral, A = Agree, SA = Strongly Agree, DK=Don't Know

Please answer following questions	Yes	No	Do not know					
39. Do you know of current strategies to assess the level of university resources? If yes, please name.					42. To which degree are you involved in the alignment and allocation of university resources?	Not involved	Involved	Highly involved
40. Do you know of current allocation approaches used by Departments and Faculties to ensure adequate faculty, staff and administration for expected outcomes?					43. To which degree are you involved in the on-going assessment plans, if any, to determine the efficiency and effectiveness of the use of all institutional resources?	Not involved	Involved	Highly involved
41. Do you know of current assessment bodies reviewing, analyzing and monitoring the effectiveness of the use of university resources? If yes, please name.								Not aware of any plans

Rank how would you prioritize University spending in your department 1=high to 9 =low priority .									
	1	2	3	4	5	6	7	8	9
44. Physical facilities/ Classrooms and offices									
45. Technology									
46. Faculty members compensation									
47. Faculty members Development									
48. Laboratories									
49. Libraries									
50. Staff compensation									
51. Staff development									
52. Other									

IV. Integrity Rate your agreement with the following Statements:						SD	D	N	A	SA		SD	D	N	A	SA	
53. AUB provides an environment conducive to teaching, learning, and research												60.AUB policies and procedures are clear and properly disseminated.					
54.AUB is effective in the achievement of its mission, goals, and objectives.												61. AUB policies and procedures are constantly being reviewed.					
55.AUB employees engage in some ethical and academic practices.												62.AUB effectively assures the academic and intellectual freedom of all of its constituencies, and protects personal beliefs.					
56.AUB shows sensitivity to equity and diversity in admissions.												63. AUB publications (web pages, brochures, magazines) represent the institution accurately and truthfully.					
57.AUB shows sensitivity to equity and diversity in recruitment.												64.Student concerns regarding fair academic assessment, student conduct, and alleged disciplinary violations are addressed promptly, appropriately, and equitably.					
58. AUB shows sensitivity to equity and diversity in promotion.												65.AUB encourages a climate that nurtures respect, objectivity and freedom of expression.					
59. AUB adequately promotes honesty and transparency in its conduct and communications.												66. AUB adequately protects its members from harassment and inappropriate pressures and discrimination.					

OIRA	90. How frequently do you use OIRA services for surveys and statistical studies?	Never	Seldom	Occasionally	Frequently	91. Please rate the quality of this service, if you use it	Poor	Fair	Good	Very Good	Excellent	DK
Computing Facilities	92. Do you Have Access to peripherals when needed (Printers, Scanners, CD Writers)?	Never	Sometimes	Always		93. Rate the level of software support (training, installation, help)	Poor	Fair	Good	Very Good	Excellent	DK
	94. What type of PC do you have in your office?	None	Old Model with limited usage	Earlier Model with sufficient	Latest model	95. Rate the PC hardware maintenance support	Poor	Fair	Good	Very Good	Excellent	DK
	96. Do you have access to software packages which are not available on AUB home page?	Few	Some	Most		97. Rate the public computers at AUB	Poor	Fair	Good	Very Good	Excellent	DK

VI. Programs	SD	D	N	A	SA
Rate your Agreement with the following statements:					
98. Graduate and undergraduate courses in my department are different.					
99. There are differences in the teaching methods used in undergraduate and graduate courses in my department.					
100. There are differences between the learning outcomes of graduate and undergraduate courses in my department.					
101. Graduate and undergraduate programs in my department promote critical and independent thinking.					
102. Information sources are available to students in my department to support their learning.					
103.Students in my department have access to sufficient and relevant information.					
104. Programs in my department teach students to access information efficiently.					
105.Programs in my department teach students to evaluate information critically.					
106.Staff in my department help students use information to accomplish tasks related to their field of study.					
107.Staff in my department help encourage students to integrate rather than accumulate information in required tasks.					
108.Staff in my department use a variety of approaches to make sure that students use information efficiently and appropriately.					
109.Staff in my department use mechanisms to make sure that revived or proposed new programs respond to the needs of the market place.					
110.Staff in my department use mechanisms to ensure that revived or proposed new programs are congruent with the University's mission.					
111.Staff in my department use mechanisms to ensure that revived or proposed new programs take into consideration university strategic plans, and budgetary issues.					
112.Staff in my department use mechanisms to ensure that revived or proposed new programs take into consideration availability of space, faculty support, physical resources, and technological recourses.					
113.Staff in my department use mechanisms to ensure that revived or proposed new programs consider existing programs in other faculties or departments.					
114.We have programs/ courses that are offered in locations other than the AUB Beirut Campus.					
115.Some courses in my department are offered in a non-traditional manner (Distance Education, WebCT, ...).					
116.The comparability of quality of programs and courses offered in different delivery modes (Distance Education, WebCT, ...) is assured.					
117.My department organizes extra or co-curricular activities for students (e.g. out of class lectures, exhibitions, civic involvement, community service, etc.)					
118.My department organizes extra or co-curricular activities for staff and faculty members (e.g. out of class lectures, exhibitions, civic involvement, community service, etc.).					
119.My department has agreements with groups and/or organizations to facilitate extra or co-curricular activities for faculty, students, and staff.					
120.My department has a mechanism for tracking and evaluating involvement of faculty, students, and staff in extra and co-curricular activities.					
121.Students, faculty, and staff in my department benefit to a considerable extent from the extra and co-curricular activities.					
122.My department organizes special community service activities associated with educational programs and courses.					
123.Community service activities are included as part of the expected outcomes of the programs in my department.					
Note: Please provide supportive evidence when you agree or strongly agree with any of the items above (evidence could be in the form of a written statement, report, memo, web page, catalogue description, ...). Please number the documents your provide to correspond with the item number and attach them to the completed survey.					

Indicate the frequency of the following :	Never	Seldom	Occasionally	Periodically	Very Often
124. How often are the programs in your department evaluated in terms of congruence with university mission?					
125. How often are the programs in your department evaluated in terms of congruence with strategic plans and impact on budget?					
126. How often are the programs in your department evaluated in terms of congruence with human, physical and technological recourses?					
127. How often are the programs in your department evaluated in terms of congruence with market needs in Lebanon and the region?					
128. How often are the policies and procedures by which degrees are established in your department examined?					
129. How often are the policies and procedures that govern student performance in your department evaluated?					
130. How often are the programs in your department evaluated in terms of congruence with university mission?					

VII. Learning Outcome Assessment

Do the programs in your Unit have				135. Who participated in the development of programs mission statement?				136. Who is the program mission statement being shared with?		137. Rate the degree of consistency of the program mission statement with that of the university.	
131.mission statement	132.goal statement	133.stated objectives	134.outcomes statement	AUB-wide staff	Administration	Non academics	Alumni	Staff	AUB community	Very consistent	Inconsistent
All	All	All	All	Unit staff	Chairpersons of other depts.	Affiliates	Collaborators	Students	Other depts.	Fairly consistent	Don't know
Some	Some	Some	Some								
None	None	None	None	Students	Academics	Clients	Professional association	Others, specify -----			
If None, omit # 135-8 & 142	If None, omit #s 139&143	If None, omit # 140 & 144	If None, omit # 141 & 145	Others, specify -----							
If Yes, please attach a copy or reference a Web site and/or catalog for retrieval of this information											

Rate the degree of clarity of program(s)in your unit				Rate the degree of achievability (realistic) of program(s) in your unit				In programs in your unit, is there alignment (agreement) between the:		
138.mission statement	139.goal statement	140.stated objectives	141. outcomes statement	142 mission statement	143.goal statement	144.stated objectives	145.outcomes statement	146.Outcomes and objectives	147.Objectives and goals	148.Goals and the mission
• Not clear	• Not clear	• Not clear	• Not clear	• Not achievable	• Not achievable	• Not achievable	• Not achievable	• Yes	• Yes	• Yes
• Fairly clear	• Fairly clear	• Fairly clear	• Fairly clear	• Fairly achievable	• Fairly achievable	• Fairly achievable	• Fairly achievable	• To some extent	• To some extent	To some extent
• Clear	• Clear	• Clear	• Clear	• Achievable	• Achievable	• Achievable	• Achievable	• No	• No	• No
• Very clear	• Very clear	• Very clear	• Very clear	• Very achievable	• Very achievable	• Very achievable	• Very achievable	• Don't know	• Don't know	• Don't know
• Don't know	• Don't know	• Don't know	• Don't know	• Don't know	• Don't know	• Don't know	• Don't know	149. Do you use any specific methods to validate articulated student learning outcomes of your Program?		• Yes • No

Indicate the frequency by which any of the following tools is used for assessment of student learning outcomes of your Program, by filling the table below						
	Assessment Tool	Fill in according to the frequency index above				
		Every semester	Once / year	1 every 2 years	1 every 3 years	Never
150	Exit interviews of seniors					
151	Survey of graduating class					
152	Alumni survey					
153	Employers survey					
154	Job Placement Data					
155	Graduate school admission rates in International Institutions					
156	Program External Reviews Data					
157	Course file upgrade					
158	Grade analysis and grade correlations to student learning outcomes in the major and outside the major.					
159	Students evaluations/performance					
160	Admission vs. attrition rates					
	Assess provision of opportunities for students for					
161	a. Internships					
162	b. Summer training					
163	c. Undergraduate research					
164	d. Exchange programs					
165	Capstone design course in the program					
166	Standardized Tests results (MCAT, GMAT, GRE, etc.)					
167	Other methods: Please specify					

Background Information							
168. Number of years at AUB	169. Rank		170. Degree	171. Faculty		172. Dept.	173. Sex
1-2	Lecturer	Professor	MA	FAFS	FHS		Male
3-5	Instructor	Other	PHD	FAS	SB		
6-9	Assistant professor		MD	FEA	SNU		Female
> 10	Associate professor		Other	FM	OTHERS		