Bylaws of the Department of Philosophy
College of Arts and Sciences
Illinois State University
Approved 8/19/2020

I. **Departmental Mission Statement**

The Department of Philosophy has a three-fold mission: to provide an outstanding undergraduate education in Philosophy to students enrolled in our programs and courses; to produce and disseminate first rate scholarship in Philosophy and related fields; to play an integral role in the University's mission to foster the development of graduates who are knowledgeable, critical, independent thinkers, and engaged citizens through our significant participation in the general education program.

To implement these goals, the department offers a B.A. in philosophy as well as a minor in philosophy. The interdisciplinary minors in Religious Studies and Cognitive Science are housed in the department (philosophy faculty serving as directors of these programs). The department participates in a variety of other interdisciplinary minors and regularly provides significant support for the university's General Education Program.

II. **Overview**

A. **Departmental Structure**

The following rules and procedures, together with the department's ASPT Guidelines, describe the principal governance procedures for the Department of Philosophy. Where inconsistencies arise between the Department Bylaws and the College, University, or applicable collective bargaining agreements, the latter shall prevail.

B. **Organization**

The department operates as a committee of the whole under the guidance and direction of the Department Chair. The department also operates with five standing subcommittees (defined below): Department Faculty Status Committee (DFSC), Department Curriculum Committee, the Department Teaching Committee, the Department Scholarship Committee, and the Department Assessment Committee. Appropriate department business may be assigned to these committees at the discretion of the Department Chair in accordance with these Bylaws and in consultation with the department. Ad hoc committees may be formed by the Department Chair as needed.

III. **Membership and Voting**

A. **Membership**

Membership in the Department of Philosophy shall be extended to tenured and tenure-track faculty with at least a 50% appointment in Philosophy, including the Department Chair. Non-tenure track faculty with at least a .25 FTE appointment in Philosophy and academic staff hired into Philosophy and/or who report directly to a member of the Department of Philosophy are also considered to be members of the department.

B. Voting

   1. Voting Privileges

Voting privileges are extended to all tenured and tenure-track faculty members, including the Department Chair.

     a. The Department Chair is entitled to vote on matters within department committees of which they are a member (see Article V. below). The Department Chair does not vote in the election of members to department committees or on votes taken by the faculty as a whole. The voting privileges of the Department Chair with regard to the DFSC are determined by University and College ASPT Policy.

     b. Eligible faculty members on leave retain their voting privileges.

     c. Eligible faculty members who are away from campus when votes are taken will be permitted to vote via email whenever feasible. When email is not feasible, the affected faculty members may vote by calling or texting the department's Administrative Aide within 24 hours of the vote.

     d. Eligible faculty members with at least 50% joint appointments retain their full voting privileges.

     e. The voting privileges of other faculty members with full-time administrative appointments outside the department will be determined on a case-by-case basis and ratified by a vote of the otherwise eligible members of the department. Decisions on the eligibility of such faculty members must be consistent with college and university bylaws and guidelines.

   2. Voting Procedures

The department has a strong preference for arriving at decisions after substantive discussing directed at achieving consensus. However, arriving at consensus is not always possible and most decisions are appropriately ratified by an official vote. Where consensus cannot be achieved in a reasonable time or where a formal vote is required or preferred, the following procedures shall be followed:

     a. Any member of the faculty with voting privileges can request that a departmental decision or initiative be ratified by a formal vote. A request for a formal vote may be made to the Chair either publicly during a faculty meeting or privately outside of a faculty meeting. Should the Chair receive such a request, a formal vote will be held.

     b. Requests for "repeat votes" on the same initiative will not be considered unless the circumstances directly relevant to that initiative have changed substantially in the interim.

     c. Voting on all ASPT-related matters will occur via secret ballot. Votes can be taken during faculty meetings or outside meetings as circumstances warrant. For the purposes of this section of the Bylaws, a matter is ASPT-related if it is a matter governed by department, college, or university ASPT Policy or a matter clearly and substantially related to a matter so governed. A partial list of examples includes: establishing tenure-track hiring priorities, tenure and promotion, and salary equity priorities.

d. Voting on non-ASPT-related matters may occur either by secret ballot or by show of hands in a department meeting as circumstances warrant. Should any member of the faculty with voting privileges prefer a secret ballot over a show of hands for any particular question, they should make that preference known to the Chair and a secret ballot shall be held rather than a show of hands.

e. Voting by proxy is permitted. Members who wish to assign their vote to a colleague should notify the Department Chair in advance if possible or confirm the assignment of a proxy vote to a colleague with the Department Chair as soon as practically possible following the balloting in question.

f. Ballots will be counted by the Administrative Aide to the Chair or other member of the department staff designated by the Chair should the department's Administrative Aide be unavailable for some reason. Results will be reported to the Chair before being reported to the faculty.

g. The results of all votes including the number of votes cast for each side will be reported to the faculty unless doing so would conflict with department, college, or university ASPT Policy.

h. In order to pass, any initiative requires a majority of the ballots cast where majority is strictly defined as at least 50% plus 1. Any initiative receiving fewer than 50% plus 1 of the votes cast fails to pass.

IV. Organizational Structure
A. Department Chair
1. Responsibilities
The Department Chair is responsible for coordinating the recruitment, hiring, and evaluation of all faculty and staff in the department, including assuring that all established department, college, and university policies and procedures are faithfully followed; for budgets and facilities under departmental control; for curriculum development; and for the general academic reputation and atmosphere of the department. More specific responsibilities are also listed in the Chairs' Handbook. Additionally, in the Department of Philosophy, the Chair is expected to be not only a manager/administrator, but also a philosophical colleague on an equal intellectual footing with their colleagues in the department.

2. Selection
The procedure for selecting Department Chairs is governed by Illinois State University and College of Arts and Sciences Bylaws, as are those for evaluation, reappointment and removal.

3. Dismissal or Non-reappointment as Chair
Should a Department Chair fail to carry out his or her duties appropriately and competently, the tenured and tenure-track faculty members of the department may meet informally to discuss the possibility of removal. Should they reach a strong consensus that removal is justified and desirable, they will approach the College Dean for discussion of the issue. Procedures for dismissal and non-reappointment of Department Chairs are governed by College and University Bylaws.

B. Staff

The department normally employs one Civil Service employee to assist the Department Chair across the full range of the Chair's duties and an Administrative Profession (AP) employee who is primarily responsible for all academic advising in the department, but whose duties also include teaching. A list of specific duties for each staff person is contained in their official job descriptions maintained by the Office of Human Resources. These job descriptions are updated by the Department Chair annually.

V. Standing Committees

Overview

The department operates with five standing committees: The Department Faculty Status Committee (DFSC), the Department Curriculum Committee, the Department Teaching Committee, the Department Scholarship Committee, and the Department Assessment Committee. The DFSC oversees faculty evaluation, tenure and promotion. The Curriculum Committee is responsible for overseeing changes in the departmental curriculum as well as approving course offerings and teaching assignments each semester as suggested by the Department Chair. The Teaching Committee's focus is on department-wide pedagogical issues. The Teaching Committee may also advise the Chair with regard to classroom technology, classroom allocation and furnishings, and procedures for the evaluation of teaching. The Department Chair serves as the Committee Chair of these three standing committees. The Scholarship Committee is responsible for all matters related to the department's scholarship awards. Finally, the Assessment Committee is responsible for implementing the department's assessment plan and providing an Assessment Report to the Department Chair and the members of the department on an annual basis. See the sections below regarding each committee for procedures regarding the selection of members and committee chairs.

A. Department Faculty Status Committee

1. **Responsibilities**

   See University ASPT policies, Article V.

2. **Membership and Selection**

   All membership and selection procedures are meant to be consistent with university and college ASPT Policies and Procedures. See the current University ASPT Policy and Procedures Manual for additional rules governing DFSC membership. The DFSC consists of three tenured or tenure-track faculty plus the Department Chair who serves as the Committee Chair. Membership on the DFSC is determined by election following the procedures listed in Section 7 below.

3. **Terms**

   Members of the DFSC serve in staggered two-year terms. Serving on the DFSC in consecutive terms is permitted. There is no limit to the number of terms a faculty member may serve.

4. **Provision for temporary replacement (acting)**

   In case of a vacancy before the expiration of a term, the vacancy shall be filled by election as provided in paragraphs 1 and 2 above as soon as possible. Faculty elected to

the DFSC by such special elections shall fill a vacancy only until the normal expiration of the term.

5. **Provision for Removal**
The Chair of the DFSC cannot be removed from the DFSC unless she or he is removed from the position of Department Chair itself. For non-Chair members of the DFSC, removal would be justified if, for example, they failed to attend required committee meetings or repeatedly failed to adequately review important materials necessary to carry-out the DFSC's role in the ASPT process. Removal may also be justified if a committee member violates confidentiality as required by department, college, and university ASPT policy. A faculty member other than the Chair may be removed from the DFSC upon the majority vote of the committee (excluding the faculty member accused of wrongdoing who may not vote on their own removal). Removal from the DFSC is an extremely serious matter and should only be considered for the most severe infraction.

6. **Recusal**
A faculty member may not serve on the DFSC during an academic year in which they have applied (or intend to apply) for tenure or promotion. Members elected to the DFSC may not participate in discussions or deliberations regarding their own annual evaluations or any other ASPT-related matters pertaining specifically to themselves.

7. **Elections**
   a. **Announcement of Elections**
   The Chair will announce elections to the members of the department at least 1 week prior to voting.
   b. **Eligible Voters**
   All tenured and tenure-track faculty shall be eligible to vote in all departmental elections. Eligible faculty members on leave retain their voting privileges. Email voting is permitted for faculty members away from campus during an election. See Section III.B.1 &2 above for voting privileges and procedures.
   c. **Eligible Candidates**
   All tenured and tenure-track faculty shall be eligible to run in all departmental elections.
   d. **Nomination Procedure**
   Normally, all eligible candidate's names are placed on the ballot UNLESS the candidate wishes not to be considered. Any eligible candidate may withdraw their name from the ballot for any reason and without any obligation to explain.
   e. **Balloting**
   Ballots will be distributed to eligible voters by the Administrative Aide. Completed ballots will be returned to the Administrative Aide through a ballot box provided for that purpose. Eligible voters must be given a minimum of 2 consecutive school days in which to cast their ballots. Normally, a provision will be made to allow eligible voters to cast their ballot via email if they are away from campus during an election.

Completed ballots will be counted by the Administrative Aide and reported to the Department Chair. The Department Chair will announce the results of the balloting to the department not more than 24 hours after the completion of the election.

f. **Run-off Elections**
    When voting for a single candidate, a run-off election is required if no single candidate receives a majority (50% + 1) of the votes cast. Should a run-off election be required, the Department Chair must notify the department at least 24 hours prior to the start of balloting. The procedure for voting in a run-off election is the same as for a regular election.

g. **Elections for College or University positions**
    Elections to College or University offices shall take place under the rules spelled out in relevant College or University election procedures.

B. Department Curriculum Committee

1. **Responsibilities**
    The Curriculum Committee considers and approves teaching assignments and class schedules recommended by the Department Chair in consultation with individual faculty members. It also considers proposals for revisions in the curriculum with special attention to those from the Teaching Committee regarding improvements in delivery of instruction, including course proposals and changes in major and minor requirements. Changes in requirements for the Philosophy major and minor require the approval of a majority of the voting members of the department. Assurances provided to other departments as part of the university curriculum development process regarding courses, sections, or seats to be offered by the department must be discussed with the Curriculum Committee and a majority of the Committee must vote to approve these assurances.

2. **Membership**
    The Curriculum Committee consists of two tenured or tenure-track faculty, the department's Academic Advisor, and the Department Chair who serves as Committee Chair.

3. **Appointment and length of appointment**
    Curriculum Committee membership rotates through the eligible faculty on staggered, two-year terms. Should a member of the Curriculum Committee be awarded a sabbatical or other form of leave during their tenure on the Committee, the Chair will consult with the department to determine whether and how a temporary replacement should be appointed.

C. Department Teaching Committee

1. **Responsibilities**
    The Teaching Committee's focus is on the practice of teaching philosophy to undergraduate students. The committee may also advise the Department Chair with regard to classroom technology, classroom allocation, and furnishings. The Teaching Committee may also be charged with developing and revising departmental procedures for the evaluation of teaching. Any changes to the ASPT policy regarding the evaluation

of teaching must be approved by majority vote of the department. The DFSC performs the actual evaluation of teaching for the purposes of annual review as well as applications for promotion and tenure.   Members of the Teaching Committee may also provide formal and informal peer reviews for faculty members who request such input regarding their teaching.

  2. Membership
  The Teaching Committee consists of two tenured or tenure-track faculty and the Department Chair who serves as the Committee Chair.

  3. Appointment and length of appointment
  Teaching Committee membership rotates through the eligible faculty on staggered, two-year terms. Should a member of the Teaching Committee be awarded a sabbatical or other form of leave during their tenure on the Committee, the Chair will consult with the department to determine whether and how a temporary replacement should be appointed.

D. Department Scholarship Committee

  1. Responsibilities
  The Department Scholarship Committee is responsible for all of the scholarships and awards offered by the department. Responsibilities include: developing and suggesting revisions to all procedures for awarding department scholarships, essay prizes, and textbook assistance awards; working with the Administrative Aide and the department's Academic Advisor to advertise the scholarship program and to recruit students to participate in the program; working with the Department Chair to manage and maintain adequate funding for the department's scholarship program.

  2. Membership
  The Department Scholarship Committee consists of at least two tenured or tenure-track faculty members. The department's Academic Advisor will also serve on this committee.

  3. Appointment and selection of Committee Chair
  Scholarship Committee membership rotates through the eligible faculty on staggered, two-year terms. One of the faculty members will serve as Committee Chair.

  4. Departmental Scholarships and Associated Procedures
  See Scholarship Policy and Procedures in Appendix A

E. Department Assessment Committee

  1. Responsibilities
  The Assessment Committee is responsible for carrying out the department's assessment plan. In accordance with that plan, the committee will prepare an annual report to be submitted to the department in May of each year. The report will describe the assessment process undertaken during the current academic year and provide a summary and recommendations. The Assessment Committee will also assist the Department Chair in compiling data and completing reports requested by other university units and administrators regarding assessment.

  2. Membership

The Assessment Committee will be composed of at least three members. Two members must be tenured or tenure-track members of the faculty. The Department's Academic Advisor will also serve on this committee.

3. **Appointment and selection of Committee Chair**
   The two tenured or tenure-track members of the committee will be elected using the same procedure used to elect individuals to the DFSC (see Article V.A.7). Both elected faculty members will serve for staggered two-year periods. One of the elected faculty members will serve as Committee Chair.

5. **Department Assessment Procedures**
   See current Assessment Plan and Procedures in Appendix B.

VI. Other Policies and Procedures
A. Department Meetings

1. **Rules**
   Department meetings are called by the Department Chair at least once a month during the academic year. Additional meetings may be called by the Department Chair if circumstances warrant.   Any member of the department may request that the Department Chair call a department meeting at any time. All regular department meetings are open to every member of the department and are chaired by the Department Chair. The Administrative Aide (or designee) will be responsible for keeping minutes of all department meetings.

2. **Quorum**
   There is no quorum for a department meeting to be held. Action items are normally voted on only after discussion in and shortly after a meeting. Some votes are taken at regular meetings, but only if a majority of the voting faculty are present.

3. **Special Meetings**
   Meetings involving only voting members of the faculty are held as appropriate, for instance, to discuss job candidates who have interviewed on campus for a tenure-track position in our department. Ad hoc meetings may be called, as needed, by the Department Chair.

B. The Philosophy Textbook Fund
For some students the cost of philosophy textbooks is prohibitive. The Department will therefore offer a Philosophy Textbook Fund, aimed at helping such students cover these costs. Instructors can nominate students for this award at their discretion.

In order to nominate a student for the Philosophy Textbook Fund, faculty should send an email including the name of the student and information about the textbook(s) needed to the Department Chair. Some explanation regarding the particular financial circumstances of the student should be included in the email. The Department Chair will normally approve all properly submitted requests as long as funds are available. The Department Chair with the assistance of the Administrative Aid will determine the most efficient, timely, and inexpensive method of providing the student with the necessary materials.

C. Amendments to the Bylaws

Voting members of the department may propose amendments to these bylaws in writing to the Department Chair. Such proposals will be presented to the faculty for a vote after the proposed amendment has been circulated and discussed in at least one department meeting. A vote will be taken under the procedures outline in section V.A.6.e above.

Appendix A – Department Scholarship Policy and Procedures

The Department of Philosophy has three ISU Foundation accounts from which it funds scholarships and other departmental priorities: the Kenneth and Marilyn Kennard Philosophy Fund; the Scott Elliott Endowment in Philosophy; and the Philosophy Excellence Fund. Each of these funds is governed by its own administrative agreement. Nothing in what follows is meant to alter or contradict those agreements.

Scholarship Committee

The Scholarship Committee is charged with identifying philosophy majors eligible for the Kenneth and Marilyn Kennard Outstanding Senior Award, the Scott Elliott Outstanding Philosophy Student Award, and the Scott Elliott Outstanding New Philosophy Student Award. The committee will review the academic performance of all eligible students and put forward a slate of names to the faculty of the department for their consideration. The faculty will determine the final winner of each of these awards by majority vote. In determining which eligible students to put forward for consideration, the Scholarship Committee will consider primarily each student's academic performance in Philosophy. The committee may also consider the student's overall academic performance, as well as the student's contribution to the philosophical community at ISU in determining which names to include.

In addition, the Scholarship Committee is responsible for soliciting submissions to the Scott Elliott Essay Prize. After submissions have been received by the department, the Scholarship Committee is responsible for vetting these submissions and determining the final winner of this essay prize.

The Scholarship Committee is also charged with periodically reviewing the department's scholarship policies and procedures including, the number and type of scholarships awarded, the amount of money awarded, and the procedures for awarding scholarships. The committee may recommend revisions of the department's scholarship policies and procedures to the faculty for their consideration and approval.

Finally, the Scholarship Committee will be available to assist the Chair in fundraising activities designed to increase the funds available through our Foundation accounts for scholarships.

Scholarships

1. The Kenneth And Marilyn Kennard Philosophy Fund ($1,000)

Selection of the Kenneth and Marilyn Kennard Award for Outstanding Senior Philosophy Student will be by majority vote of the faculty of the Department of Philosophy, acting as a committee of the whole, from the slate of eligible candidates put forward by the Scholarship Committee. Normally, one scholarship will be awarded each calendar year. See below for policy regarding exceptions to this rule.

Criteria of Eligibility (in accordance with the Administrative Agreement):

- Student must be enrolled in good standing at Illinois State University
- Student must be a declared major in Philosophy having earned a minimum of 90 credit hours (senior status)
- Students must have completed a minimum of 21 credit hours in Philosophy by the end of the spring semester of the calendar year in which they are being considered.
- Students must intend to graduate during the calendar year in which they are being considered (consideration normally occurs in April. So, the student must intend to graduate in May, August or December of that calendar year)
- Student must have demonstrated outstanding academic achievement in Philosophy as judged by the faculty of the Department of Philosophy

2.1   The Scott Elliott Outstanding Philosophy Student Award ($1,000)

This scholarship is awarded to an outstanding student majoring in philosophy who has completed a substantial portion of the major. Normally, one scholarship will be awarded each calendar year. See below for policy regarding exceptions to this rule.

Eligibility Criteria:

- Enrolled in good standing at ISU
- Declared philosophy major having completed a minimum of 12 credit hours in Philosophy by the end of the semester in which the student is being considered.
- Demonstrated record of excellence in philosophy
- Strong potential for continued excellence in philosophy

2.2   The Scott Elliott Award for Outstanding New Philosophy Student ($1000)

This scholarship is awarded to an outstanding student who is new to ISU and new to the Philosophy major. Normally, one scholarship will be awarded each calendar year. See below for policy regarding exceptions to this rule.

Eligibility Criteria:

- Student must be enrolled in good standing at Illinois State University
- Student must be a declared major in Philosophy having earned a maximum of 12 credit hours in Philosophy here at ISU.
- Student must be within their first 2 semesters of enrollment at ISU.
- Strong potential for excellence in philosophy

Number of Awards Made Each Year

Normally, one of each of the three above awards will be given during every calendar year. For any given award, the faculty may decide not to award a scholarship in a given year if they determine that no students meet the department's standards for that award. If the faculty decide to give more than one of any particular award, they may do so as long as the total

amount of funds being awarded in a given year for these three scholarships does not exceed $5,000. The amount of each award is fixed at $1,000 unless the department decides to officially revise this document.

2.3   The Scott Elliott Essay Prize ($500)

This prize will be awarded for the best philosophy essay submitted. Any essay on a philosophical topic submitted by an eligible student will be considered. Essays written for specific philosophy courses are welcome.

To submit an essay, a student must be:

- Enrolled in good standing at ISU
- Declared philosophy major

Students should email a copy of their essay to the department at philosophy@ilstu.edu on or before the first Monday after Spring Break. The essays will be collected by a member of the department staff. An attempt will be made to anonymize the essays by removing obvious identifying information such as names and email addresses. The essays will then be provided to the Scholarship Committee for their review. The committee will determine the winner. Normally, there will be only one winner in each calendar year. Under extraordinary circumstances, the committee may award a maximum of two $500 prizes.

The Department will advertise the Scott Eliot Essay Prize and encourage students to submit their work.

- The Scholarship Committee will post flyers advertising the prize and the awards in the Department office year-round.
- At least once each semester, the Scholarship Committee will arrange to have the department announce the essay prize on all of the available Department of Philosophy social media accounts.
- The Scholarship Committee will ensure that the leaders of the ISU Philosophical Society are aware of the essay prize and encourage student members of the society to submit their work.
- The Scholarship Committee will encourage faculty in the department to communicate with students enrolled in appropriate courses regarding the essay prize.

[The Philosophy Textbook Award – Renamed and Moved to Section VI.B.]
Calendar
The Department hosts an annual Awards Banquet in May of each year. Winners of the Elliott Essay Prize, the Elliott Awards, and the Kennard Award will be announced at this Banquet. Winners will be notified in advance, encouraged to attend, and encouraged to invite family members to attend.

- Faculty will discuss and vote on the three Kennard and Elliott outstanding student awards at a faculty meeting held <u>no later than the</u> <u>first week of April</u>.
- Essay Submissions for the Elliott Essay Prize are due to the Scholarship Committee <u>by the first Monday following Spring Break.</u> The committee will review all submissions and determine a winner to be announced to the faculty <u>no later than the faculty meeting held the first week of April.</u>

Appendix B – Department Assessment Plan and Procedures (2018)

Program Goals for Majors
The Department of Philosophy at Illinois State University offers a major and minor in Philosophy and a minor in Religious Studies. We seek to provide our majors with a strong undergraduate education in philosophy, to help them develop effective critical analysis and written and oral communication skills, and to help them become informed and engaged citizens.

Student Learning Outcomes
Students graduating with a major in Philosophy will be able to:
- Display knowledge of core philosophical topics and issues
- Communicate philosophical ideas in an organized and coherent manner
- Exhibit clear ability in critical and creative thinking
- Read philosophical texts in a critical and sympathetic way

These outcomes are consistent with the Department's overall Mission and Program Goals, the Goals and the Shared Learning Outcomes of the General Education program at ISU, *Educate-Connect-Elevate*, and the Mission and Vision statements of the College of Arts and Sciences.

A. Assessment Committee.
The Assessment Committee (AC) will be composed of three members: The Department's academic advisor will serve as a member of this committee. The other two members will be tenure-track faculty who have been elected to serve. The election procedure for the AC will follow the same procedure used to elect individuals to the DFSC. Both elected faculty members will serve for two-year periods. Faculty member's terms will be staggered. One of the elected faculty members will serve as chair. The AC will prepare an annual report to be submitted to the Department in May of each year. The report will describe the assessment process undertaken during the current academic year and provide a summary and recommendations.

B. Assessment Procedures
Each year, the AC will select at least **one** of the stated Student Learning Outcomes to assess.

   I.   **Direct Assessment**

          (a) Direct Assessment of Student Assignments
Faculty teaching any course that counts toward the major can voluntarily provide the assessment committee with any completed assignment(s) they believe demonstrate the selected student learning outcome for that year, with the qualification that all sample assignments must have been completed by Philosophy majors. All information identifying the particular student and instructor will be removed from the assignment. The committee will review a portion of these assignments to assess how well the program's student learning outcomes are being met.

(b) Direct Assessment of Student Achievement

The AC will include in its report details of any student achievements (such as presentations, publications, and awards) that demonstrate the selected student learning outcome for that year. The AC will communicate with philosophy majors, faculty, and the chair to solicit information about student achievements.

II. Indirect Assessment

During both the fall and the spring semesters, the AC will survey graduating majors. The survey will ask majors about their general experience in the program, while focusing on soliciting information from students about whether they think the program has met the selected student learning outcome for that year.

C. Assessment Reflection

In its annual report, the AC will describe the assessment process undertaken during the current academic year and provide a summary and recommendations. The Department will then use the report to reflect on whether the program is meeting its stated Student Learning Outcomes, whether the program should be modified in any way, and whether the Assessment Plan itself is adequate.