ACS Assessment Tool

for Chemistry in Two-Year College Programs

Section II. Institutional Environment

Scope of assessment tool section

The following is Section II of the *ACS Assessment Tool for Chemistry in Two-Year College Programs*. The form will guide you through a self-assessment of the following topics:

* Institutional accreditation
* Faculty polices
* Program organization
* Program budget
* Student support services

Other sections of the tool address other aspects of chemistry-based education. For a more in-depth evaluation of chemistry or chemistry-based technology education at your institution, use the complete *ACS Assessment Tool for Chemistry in Two-Year College Programs*.

***If you intend to submit your work to ACS for feedback***, you must use the complete assessment tool. However, you may include your work on individual sections. Contact the ACS Undergraduate Programs Office ([2YColleges@acs.org](mailto:2YColleges@acs.org), 1-800-227-5558, ext. 6108) for more information.

The assessment tool is a resource developed by ACS to facilitate the assessment of chemistry education with respect to the *ACS Guidelines for Chemistry in Two-Year College Programs*. The assessment tool is designed to allow chemistry faculty and administrations to assess the achievements and areas for improvement of the chemistry-based programs and courses at their institution. Developed by two-year college chemistry faculty, it is managed by the ACS Undergraduate Programs Office with input from the Undergraduate Programs Advisory Board and the Assessment Review Panel.

For tips on completing the form and more information on the assessment tool, visit [www.acs.org/2YGuidelines](http://www.acs.org/2YGuidelines) or contact the ACS Undergraduate Programs Office ([2YColleges@acs.org](mailto:2YColleges@acs.org), 1-800-227-5558, ext. 6108).

II. Institutional Environment

See Section 2 of the ACS Guidelines for Chemistry in Two-Year College Programs, p. 2-4.

A. Accreditation

**List all organizations that currently provide accreditation for the institution.**

**Click here to enter text.**

**Provide any additional comments regarding institutional accreditation.**

**Click here to enter text.**

B. Faculty policies

1. **Indicate your agreement with the following statements. ­**

|  | *Strongly agree* | *Agree* | *Disagree* | *Strongly disagree* | *Not Applicable* |
| --- | --- | --- | --- | --- | --- |
| Faculty are involved in the establishment of faculty salaries. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty are involved in the establishment of teaching loads. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty are involved in the establishment of faculty promotions. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty are involved in decisions on tenure and/or continuing contracts. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty are involved in the establishment of leave (sabbatical or other). |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty are involved in the establishment of hiring practices. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty are involved in a faculty recognition program. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |

1. **Indicate your agreement with the following statements.**

|  | *Strongly agree* | *Agree* | *Disagree* | *Strongly disagree* | *Not Applicable* |
| --- | --- | --- | --- | --- | --- |
| Faculty have input into chair selection. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty have input into faculty teaching assignments and other responsibilities. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty have input into hiring qualifications for chemistry faculty. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty have input into selection of permanent chemistry faculty. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty have input into selection of temporary chemistry faculty. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty have input into selection of dual enrollment chemistry faculty. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| Faculty have input into chemistry curriculum. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |

C. Administrative structure

**Indicate your agreement with the following statements.**

|  | *Strongly agree* | *Agree* | *Disagree* | *Strongly disagree* | *Not Applicable* |
| --- | --- | --- | --- | --- | --- |
| The chemistry program resides in an appropriate department. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The department chair responsible for the chemistry program is trained in a scientific discipline. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |

D. Program budget

1. **Indicate your agreement with the following statements.**

|  | *Strongly agree* | *Agree* | *Disagree* | *Strongly disagree* | *Not Applicable* |
| --- | --- | --- | --- | --- | --- |
| The chemistry program has continuing and stable support. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has a sustained commitment from the institution at a level that is consistent with the resources of the institution and its educational mission. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has a sufficient number of qualified faculty. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has adequate staff and resources for administrative support services, stockroom operation, and instrument and equipment maintenance. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has a physical infrastructure that meets modern safety standards with appropriate chemical storage, waste-handling, and disposal facilities. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has sufficient budget to cover the costs of teaching a laboratory-based discipline. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has resources for capital equipment acquisition, long-term maintenance, and expendable supplies to ensure that equipment remains useful throughout its lifetime. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has support for maintaining and updating instructional technology. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has modern chemical information resources. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has opportunities for professional development for the faculty, including sabbatical leaves. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has resources to support faculty-mentored research as appropriate to the institutional mission. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The chemistry program has personnel support to assist with the acquisition and administration of external funding. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |

1. **Budget forecast**
   1. **Is your department’s budget increasing, decreasing, or staying the same?**

Click here to enter text.

* 1. **Is the number of faculty/staff positions increasing, decreasing, or staying the same?**

Click here to enter text.

* 1. **What external factors could significantly affect the budget?**

Click here to enter text.

E. Student support services

1. **Indicate your agreement with the following statements.**

|  | *Strongly agree* | *Agree* | *Disagree* | *Strongly disagree* | *Not Applicable* |
| --- | --- | --- | --- | --- | --- |
| The institution has advising staff who specialize in helping students with career and transfer plans and any associated resources. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The institution has academic and personal support for students with physical, communication, learning and other disabilities. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The institution has tutorial services for students to improve their study skills and become more effective learners. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The institution has open and reliable access to technology, such as computers. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The institution has programs and organizations to support and engage targeted communities of students, such as student clubs. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The institution has programs that increase the participation of underrepresented groups. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |
| The institution has assistance for students in acquiring financial aid. |  |  |  |  |  |
| *Comments:* Click here to enter text. | | | | | |

1. **Provide any additional relevant information on student services.**

Click here to enter text.

Provide any additional comments on the institution’s environment, policies, administration, budget, or student resources.

Click here to enter text.