

December 5, 2017

Dear chairs and directors,

In our continuing effort to be transparent, we are attaching the review rubric that each member of the SRAP Instructional Group will use to jot notes and log information as they read through your responses to the questionnaire. Each member of the Instructional group will complete the rubric independently before the entire group meets to discuss each department's or program's response. The instructional review rubric is a tool to assist the review group in sorting information and developing follow-up questions; it is not a decision-making tool.

The rubric utilizes a qualitative assessment for each element in the questionnaire. No comments and assessments made by individuals in the Instructional Group or by the group as a whole will be shared with chairs and directors or with the Steering Committee. Instead, the Instructional Group will forward to the Steering Committee a set of recommendations for strategic resource allocation. The recommendations will fall into one of four categories: goals to increase revenue, goals to manage costs, goals to reallocate resources, or goals for resource investment (strategic opportunities). A rationale and potential timelines will accompany these recommendations.

We offer the following tips to assist you in responding to the SRAP Instructional Questionnaire:

- Review the data sets for your department or program with the Associate Dean.
- Discuss the information and your written responses with colleagues in your department or program.
- For the years shown in the data report:
 - Look for patterns in the data in each section (e.g., Was the number of student credits earned consistent from one year to the next or did it change?).
 - Consider whether your department or program has made any curricular changes (e.g., If the numbers changed over the years shown, is there a possible connection to the curricular changes? If a curricular change occurred before 2012-13, does that change help to contextualize the numbers shown in the data set?).
 - Consider any change in resources for your department or program (e.g., Were there any changes in staffing, FTE, endowments, grants, or annual gifts?).

Please submit your completed questionnaires electronically to srapinstructionalgroup@stolaf.edu by Monday, February 19, 2018.

Sincerely,

Instructional Review Group

Dan Dressen - Professor of Music and Associate Provost (Chair)

Dan Hofrenning – Professor of Political Science and FGC member

Jonathan Naito – Associate Professor of English and Curriculum Committee member

Dana Gross – Professor of Psychology and IGS Associate Dean

Rebecca Judge - Professor of Economics and FSS Associate Dean

Kent McWilliams - Professor of Music and FFA Associate Dean

Margaret O'Leary - Professor of Norwegian and HUM Associate Dean

Mary Walczak – Professor of Chemistry and NSM Associate Dean

Steve McKelvey - Professor of Mathematics and Registrar

Roz Eaton - Dean of Students

Steve Lindley – Associate Director of Financial Aid

Madeline Hodge – SGA representative