

Department Intranet Template *(Modifications effective 10/2011)*

Policies and Procedures

- Emergency Procedures
 - Departmental Protocol
 - Faculty Handbook
 - University Handbook
- Specific to department*

Modifications to intranet template

1. Make **Annual Reports** and **Assessment Documents** sub-categories under Planning and Assessment Documents – **bold** each
2. List all **dates** in **chronological order** beginning with **current academic year**

Planning and Assessment Documents

Annual Reports:

- 2010-2011, 2009-2010, 2008-2009, 2007-2008, 2006-2007, 2004-2005, 2003-2004, 2002-2003
- Strategic Plan
- Five-Year Review

Assessment Documents:

- Assessment Reports/Plans: 2010-11
 - Program Course/Learning Outcomes Matrix (Academic Units Only)
 - Department Goals and Learning Objectives
 - Assessment Instrument
 - Calendar for Annual Assessment
 - Teaching evaluation form
- Specific to department*

3. Add two links under Assessment Documents – **Assessment Reports/Plans:** and **Program Course/Learning Outcomes Matrix (Academic Units Only)**

Minutes of Department/Faculty Meetings

- Minutes (Departmental access only)

Notes:

- If 2005-06 Annual Report has not been completed for department, but is mentioned in 2006-07 report, please list date as 2005-07, to reflect inclusion in the 06-07 report.
- All new programs must have a statement inserted below the Intranet page title – stating the title of program, and the date it was established. For example, Center for the Study of New Orleans, established 2009. (Use Intro Text in the Style Box for the formatting.)

Intranet Template Checklist:

- All documents are in pdf format
- All pdf(s) open in new windows
- Dates are listed in chronological order beginning with current academic year
- Template includes new sub-categories of Annual Reports and Assessment Documents
- New links included under Assessment Documents – Assessment Reports/Plans, and Program Course/Learning Outcomes Matrix (Academic Units Only)

For questions concerning the intranet template, contact Donna Goforth at dgoforth@loyno.edu