VISITING COMMITTEE INFORMATION PACKET

The Provost and President must approve the proposed agenda and any materials sent to the Committee prior to them being sent. The welcome letter, approved agenda, and supplementary materials should then be sent to committee members in the form of a Visiting Committee Information Packet for their review prior to the visit, and copied to the President and Provost, by the Department Head or Dean. These materials should be provided electronically to each committee member.

The format of the Visiting Committee Information Packet is provided below and should be completed eight weeks in advance of the meeting and sent to the Dean and Provost for approval at least four weeks before the visit. The Dean and Provost will provide collective feedback to the Department Head and works with them to submit a final copy to the President at least two weeks and a half before the visit*.*

Table of Contents

**PART 1: INTRODUCTORY MATERIAL**

1.1: Welcome Letter (Required, provided by department)

1.2: Critical Questions to be Considered (Required, provided by department in consultation and approval from Dean and Provost; example questions are provided at the end of this section)

1.3: Departmental Overview (Required, provided by Department, recommended organization provided below)

1.3.1: Introduction
1.3.2: Report Organization
1.3.3: History of Department
1.3.4: Department Today
1.3.5: Departmental Mission and Goals
1.3.6: Faculty Workload
1.3.7: Research
1.3.8: Departmental Finances

1.4: Visit Logistics (Required, provided by Department, recommended organization provided below)

1.4.1: Visit Schedule
1.4.2: Visiting Committee Membership and Contact List
1.4.3: Campus Map

**PART 2: INSTITUTIONAL CONTEXT
(PROVIDED BY ACADEMIC AFFAIRS 8 WEEKS IN ADVANCE OF MEETING)**

2.1: Institutional Playbook (Required): AA provides link to the President’s Institutional Playbook (i.e., Strategic Plan) (<https://www.mines.edu/president/planning/>)

2.2: Institutional Data (Required): AA provides link to Institutional Research data visualization website (<https://ir.mines.edu/data-visualizations/>)

**PART 3: DEPARTMENTAL DATA (ALL SECTIONS PROVIDED BY DEPARTMENT)**

3.1: Departmental Faculty (Required, recommended organization provided below)

3.1.1: Overview
3.1.2: Summary
3.1.3: CVs

3.2: Undergraduate Programs (Required, recommended organization provided below)

3.2.1: Overview
3.2.2: Undergraduate Program Administration
3.2.3: Trends, Strengths, Needs, Opportunities

3.3: Graduate Programs (Required, recommended organization provided below)

3.3.1: Overview
3.3.2: Graduate Program Administration
3.3.3: Trends, Strengths, Needs, Opportunities

3.4: Research Activities (Required, recommended organization provided below)

3.4.1: Overview and Areas of Expertise
3.4.2: Peer-reviewed Publications
3.4.3: Funding Sources
3.4.4: Research Center Activities
3.4.5: Research Expenditure Overview: Department, Faculty and Research Centers

3.5: Peer Department Analysis (Required, recommended organization provided below)

3.5.1: Section of Peer Departments
3.5.2: Faculty, Research, Students and Staff Comparisons
3.5.3: Summary

3.6: Facilities (Required)

Sample Set of Questions for Item 1.2

1. Overall, what are the department’s strengths? (e.g., students, faculty, leadership, reputation, aspirations, organization, education, scope of research, impact on the field, etc.)?
2. Are there any areas in which the department is truly exemplary relative to similarly-named programs at other universities?
3. Overall, what are the key opportunities for improvement and investment, particularly with respect to student preparation/success, research impact, faculty development, and reputation?
4. Overall, what metrics should the department focus on when tracking their progress?
5. Do you see opportunities that are being missed and could be realized with the current college structure?
6. What opportunities are there for departmental undergraduate programs to be distinct and differentiated from those at other institutions?
7. What opportunities are there for departmental graduate programs to be distinct and differentiated from those at other institutions?  What opportunities are there for the graduate programs to be more self-sufficient financially?
8. Relative to other top programs, how does our instructional delivery compare?
9. Relative to other top programs, how does our external engagement compare?
10. Relative to top programs, how productive are the department programs in areas of education and research?  How familiar and aligned are they with Mines’ strategic plan?
11. Relative to top programs, how would you assess the engagement of departmental faculty and students in evolution of the programs?
12. What opportunities are there for departmental research programs to be distinct and more impactful?  Do you consider the efforts to be largely isolated or collaborative?