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Sample eBook

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Chapter 1
Background

1. Introduction

Before visiting campus I reviewed a self study document prepared by the members of the department[1] I then formulated questions which were sent to the chair and received a timely and informative response. During the two day visitation on April 27 and 28, 2007 I met with the President, Provost, Dean, and department members.

I would like to express my appreciation for the warm welcome I received when I arrived on campus and for the friendly manner in which I was treated by everyone I met.

This report is organized according to the δ-style set forth in [1] and [2]. The guidelines outlined in [3] placed some constraints on the format used in this manuscript so my recommendations are described in chapter 2.

2. Overview

The department is highly regarded by the administration. The president states that it is an "outstanding, flexible, and cooperative" department that represents the university well. Others indicated that the department is "productive and is doing an exceptional job" with regard to its mission statement and the goals of the university; it is an "extraordinary" department. Chairs from other science departments stated that the depart-

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ment provides excellent support, as good as can be expected under the current circumstances. They noted that the faculty are "easy to get along with". During my interviews with the faculty I found them to be friendly, cooperative, and dedicated to providing quality programs and courses. In general, all of their professional activities are important to them. Students spoke well of the faculty and course offerings. After spending considerable time with the faculty I am convinced that these praises are well deserved. They are truly an extraordinary group of hard-working, dedicated, creative, congenial people. I was especially impressed by their concern for the students.

3. Student population

The data in Table 1.1 illustrate the growth in the number of majors and students serviced by the department in the past five years even with a decrease in the number of tenure/tenure tract faculty. These figures should be compared to those given in [2].

> **FACT:** The average SAT score for incoming students in this department is significatnly higher than the average of all incoming students. The average SAT scores for incoming department students is increasing.

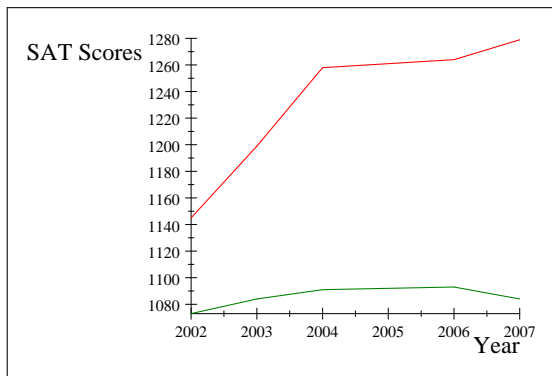| Date/Unit	2002	2003	2004	2006	2007
Dept	1145	1199	1258	1264	1279
Univ	1073	1084	1091	1093	1084

Table 1.1: Rounded SAT averages of incoming freshmen.

Figure 1.1: Average SAT scores for the department compared to all incoming students.

4. Department

The faculty have a history of providing quality programs and courses, meeting the needs of students, adapting to changes in technology, complying with new directions in the discipline, offering effective courses, developing creative recruitment programs, providing service to the community, and positively representing the university. Because of the success of previous graduates, graduate schools at other universities contact the department in search of similar students. Students indicated that the quality of instruction is excellent, that faculty members are accessible, that training and use of current technology is more than adequate, and that there is a variety of course offerings. According to [3] this department ranks in the top ten percent in the state.

5. Budget

The current operations budget for the department is broken down according to the approximates:

1. telephone services 16%,

2. professional memberships and subscriptions 16%,

3. printing and duplicating 28%,

4. travel 18%, and

5. office supplies 22%.

The department is in no position to begin new professional memberships or to provide resources for educators. The current budget does not permit the chair to adequately fund faculty and student travel to meetings even if the travel involves a presentation. There are no dedicated funds available for invited speakers.

Chapter 2
Recommendations

1. Additional faculty

The department is in need of additional faculty members. These recommended positions, as outlined below, are in addition to retirement replacements.

1. The department needs an additional faculty member to cover new advanced course offerings.

2. A new faculty member is needed to further develop, govern and help cover the service courses.

3. The equivalent of a new faculty member is needed to assist in the remedial course offerings.

Some of these positions should be approved immediately to assist the department in meeting current demands.

2. Budget

The department does not have a technology or equipment budget[2]. The administration is aware of the department's predicament and has taken steps to help remedy the situation.

Since computer equipment and software needs of departmental faculty vary, the department chair, and, perhaps, a technology committee, should have considerable discretion concerning the distribution of the budgeted technology funds.

3. An *attainable* vision

Department faculty and administrators mentioned that the department needs to develop unified direction or "thrust". The department does not lack for vision but department faculty should prioritize their goals and develop a more restrictive, attainable vision. They then could *focus* their efforts on accomplishing this vision.

4. Scholarly activity

The level of scholarly activity in the department has declined in the last five years due, at least in part, to the increased demands placed on the faculty and to a decrease in resources. Allowing this trend to continue, however, does not bode well for the future of the department or university. The *attainable vision* recommendation discussed in subsection section 3 should include a plan for expanding the department's scholarly productivity level.

In addition to professional growth, scholarly activity is necessary for a well rounded undergraduate program and is probably responsible for the data represented by the graph in Figure 1.1. A current trend in the sciences is to engage undergraduate students in research activity. To do this some department members must have ongoing research programs. The following are points worth mentioning.

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4.1. Professional development program

Every faculty member should have an ongoing professional development program. The university must invest in the establishment and growth of these programs and faculty must produce an excellent return on this investment.

4.2. Released time

Department members should submit requests for released time for scholarly activity which include statements detailing the benefits the proposed activities will have for the department and university.

4.3. Sabbatical leaves

Sabbatical leaves should not be used for retraining purposes to meet a need in the department.

Chapter 3
Final remarks

1. Videos

The link to the video tutorial on the title page demonstrates that a movie file on the web can be accessed from from SiTeX eBooks. Movies can also be embedded so that the video file is a part of the PDF document as the following video demonstrates.

Click here to play movie

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2. Exercises and quizzing

SiTeX eBooks allow for exercises equipped with links to solutions. Click on the word "Exercise" below to link to its solution.

EXERCISE 1. Briefly describe the need for new faculty in the department.

eBooks can also typeset quizzes with automated grading as demonstrated below.

Quiz The most important action available to the department is

Provide additional financial resources

Offer additional courses

Increase the technology budget

Increase student travel funds

Develop an attainable vision

3. For Paper Version

In addition to typesetting SiTeX eBooks using various fonts and page sizes, they can also be typeset in For Paper Versions designed for printing. For Paper Versions cab be typeset using a variety of fonts, font sizes, and page and margin sizes. As Figure 3.1 demonstrates, paper versions can include crop marks and binding margins.
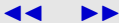
"ebookSample" — 2009/4/1 — 20:45 — page 9 — #9

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  2. A new faculty member is needed to further develop, govern and help cover the service courses.

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Figure 3.1: Sample page from a paper version of a book typeset by SiTeX

4. Additional information

SiTeX eBooks have many features that make them suitable of web use and printing. For more information on SiTeX products please contact me (tom@sitextools.com).

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Notes

1 I downloaded and read a copy of the current Status Report.

2 Ohter science departments have separate equipment budgets assigned to them.

Bibliography

[1] James, L., *The Style Guide*, Word Publishing, Atlanta, GA, 2005 6

[2] Online Style, www.onlinestylepublishers.org, 2008 6, 7

[3] Tell, W., Guide for reviewing University departments, University Publishers, Akron, OH, 2005 6, 9

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Solutions to Exercises

Return to Exercise 1. (See section 1). In addition to retirement replacements, the department needs three new faculty members to

- cover the new advanced course offerings,

- help cover the service courses, and

- assist in covering the remedial courses.

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