

**Department of Chemistry • The College of New Jersey**  
Strategic Map, 2013-2017  
*Building a Program That Will Attain National Recognition*

**2014–2015 IMPLEMENTATION PLAN-DRAFT**

Strategic Objective	Strategic Goal	Projects for 2014-2015	Responsible Parties	Key Performance Indicators & Timelines
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<b>Strengthen Departmental Programs and Curriculum</b>	Enhance Academic Support Systems for Student Success	Evaluate best practices for supporting student success. Identify at-risk students. Enhance support services for transfer students and students with disabilities.	Student Affairs	Develop list of best practices. Review/Develop common advising procedures that are aligned with SOS advising guidelines.
	Define Key Outcomes for Chemistry Graduates	Develop writing activities and outcomes across the curriculum and recommend specific inclusions into each course. Assess and recommend a writing textbook for all students.	Academic Affairs	Approve and implement writing proposal recommendations developed in 2013-14.
		Collect course syllabi and collate current learning goals for every course.	Academic Affairs/Chemistry Office	Collect course syllabi in Winter 2014 and Spring 2015, compile course syllabi, and review course learning goals for each.
		Review and revise current departmental learning goals for various divisions and course levels. Discuss new upcoming ACS requirements for certification.	Academic Affairs	Review and revise current learning goals recommendations developed in 2013-14. Discuss possible ACS proposal to require polymer chemistry for certified degrees.
	Identify and Implement Curricular Improvements	Further develop safety awareness into our curriculum.	Operations (primary), Academic Affairs	Review current safety manual and revise as required (November 2014). Identify and discuss near-misses. Identify faculty member(s) to be responsible for safety coordination and develop implementation plan (January 2014). Identify consultant by May 2015.
	Prioritize Program Improvements and Establish New Directions	Review current program offerings and enrollments. Evaluate new curricular offerings.	Academic Affairs, Student Affairs	Evaluate expansion of our program to J-term and Maymester. Review Departmental involvement in Woodrow Wilson Teaching Fellowships, ChemT, internships, Public Health Bacc., and Environmental Studies Program.

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<b>Strengthen Departmental Research Activities and Accomplishments</b>	Enhance faculty scholarship	Initiate faculty research meetings, brown bag lunches, and discussions.	Sen, cross-cutting	Initiate activities in Oct 2014, develop schedule for 2014-15 academic year.
		Initiate departmental writing group (for MSs and grants).	Chan, O'Connor	Ongoing.
		Promote sabbaticals.	Department Wide	Plan teaching schedule and assignments to address 2014 sabbaticals, identify sabbatical applicants for 2014-17.
	Enhance student research	Expand enrollment in research and internship courses.	Department Wide	Discuss and possibly implement expanded enrollments to summer, J-term, and Maymester. Develop guidelines and opportunities for internships. Expand enrollment to include TA's and Instructional Internships. Modify course offerings by May 2015.
		Define learning goals, performance expectations, syllabus, and grading rubric for C393/C493.	Academic Affairs	Review, approve, and implement changes to C393/C493 by Dec 2014.

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<b>Strengthen Community and Engagement</b>	Strengthen relationships with external partners in academia, industry, government, and community	Create a mechanism for increased communication to and networking of alumni.	Student Affairs, Alumni Office, Abourahma (web site)	Develop comprehensive alumni list, develop and distribute alumni newsletter. Develop an external alumni relations working group.
		Increase departmental involvement in seminar series, better advertise to other departments, schools, local companies and alumni.	cross-cutting, Guarracino (Colloquium Committee)	Develop seminar distribution list, implement mailing. Develop rotation for better faculty participation in seminar series.
	Develop a mechanism to regularly review the department	Compile data related to annual faculty review. Prepare departmental annual report(s).	Sen, O'Connor, All Committees, Chemistry Office	Final report for 2013-14 to be completed and distributed by Oct 2014. Final report for 2014-15 to be completed and distributed by Sept. 2015.
		Develop guidelines for faculty review.	Personnel	Develop review guidelines for adjunct faculty. Establish timetables for full time faculty review that are aligned with school and union guidelines.
	Update and clarify the roles and responsibilities of departmental members	Develop departmental administrative guidelines/by-laws.	Allison, Operations, Personnel	Develop outline and present to faculty for discussion and approval by December 2014. Prepare by-laws, report and present to faculty for adoption by May 2015. Develop list of committee responsibilities with timeline. Develop list that correlates faculty wit specific instrumentation oversight/training.
	Improve our facilities so that common high-quality space is available	Work with SoS and EYP to develop an optimal space enhancement plan- <i>Cross-cutting with all other strategic priorities.</i>	Sen, Operations	Ongoing. Attend architect and other planning meetings during 2014-15, communicate information to department,
		Perform inventory of current chemicals, instrumentation and equipment.	Operations	Identify retirements, dispose of antiquated items. Phase in barcoding for inventory recording. Identify necessary service contracts for instrumentation maintenance.

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<b>Clarify and Communicate Mission, Identity and Effectiveness</b>	Better define a shared departmental mission and vision	Review and revise current departmental learning goals.	Academic Affairs	Ongoing.
		Review, revise, and adopt departmental mission and vision statements.	Subcommittee- Allison to head	Subcommittee to be developed. Revise and present mission statement by January 2015.
		Update website.	Abourahma and Chemistry Office	Phase 1- Corrections, updates, and additions to current and missing content by December 2013, Phase 2- major additions to current web content, Spring 2015.
		Develop recruitment and informational materials for students funding agencies, and prospective donors.	Sen, Abourahma (web materials), all Committees, and Chemistry Office	Review and modify current materials. Prepare booklets and flyers for distribution.