

2013-14 Program Review
Best Practices Form

Instructions: *Submit this form as a separate attachment with your completed Program Review.* Programs often do something particularly well; usually they have learned through assessment—sometimes trial and error—what solves a problem or makes their programs work so well. These are often called **Best Practices** and can help others. Please share the practices your program has found to be effective. The contact information lets others know whom to contact for more information. This part of Program Review is linked to the Student Success Strategic Goal: “Become an exemplary model of student success by developing and implementing best practices.” For examples of Best Practices visit the [Program Review Committee’s website](#).

Program/Department: Biology Department

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Best Practice(s):

- Biology faculty have prepared and authored lecture-note packets and/or lab manuals that accurately reflect the topics and depth of material covered from each respective text chapter. The Instructors’ laboratory manuals utilize lecture text as a reference to reinforces lecture concepts in the laboratory environment.
- Departmental Mentoring of Adjunct and New FT faculty; Courses are scheduled so that new FT faculty have the opportunity to attend their mentor’s lectures and labs session to ensures that new faculty and adjuncts understand the rigors and standards expected of our students.
- Designate several office hours a week as group study/tutoring sessions. Sessions are held in a lab or classroom, rather the faculty member’s office. The study sessions are held at a time when the instructor and students discuss difficult concepts in an informal and relaxed setting. More students attend these group study/tutoring sessions than regular office hours (one-on-one with the instructor), and as such, faculty are able to assist a greater number of students, many of whom would not normally attend office hours.
- Monthly Biology Colloquium (Co-sponsored by the Levan Center) that allow faculty and students to interact and discuss current topics in science.

- Posting of online visual aids specific to class assignments
- FUN activities such as mysteries, discussions about world applications and field trips.