

Report on Department Activities:

This form reports on the work of your office at the Higher education institution International Burch University.

It is necessary to enter the answers in all sections of this sheet. When analyzing the data provided you may be asked to explain or document specific answers.

Faculty (Organizational unit): FACULTY OF EDUCATION

Department: ENGLISH LANGUAGE AND LITERATURE

Statistical Indicators:

Number of academic programs conducted by Department		3		
Total number of courses/subjects that the department implements		70		
The total number of teaching hours that the department must implement		630		
Number of registered students for taking exam in the department		january-february	june-july	September
Success achieved:	10 (A)	170	200	
	9 (B)	237	222	
	8 (C)	230	184	
	7 (D)	118	221	
	6 (E)	248	249	
	5 (F)	282	290	
Number of students that passed:		1003	1076	

Department analysis:

This analysis should be a maximum of one A4 page long and must address the following:

- | | |
|---|---|
| <i>a. Staff and their contribution to class,</i> | <i>c. Resources available for the department,</i> |
| <i>b. Research and publication activities,</i> | <i>d. Positive practice and perceived weaknesses in the work of the Department,</i> |
| <i>Percentage of students passing exams and a comparison with results from the previous years</i> | <i>e. Suggestions for improvement, Activities in ensuring quality.</i> |

a) *Staff and their contribution to class,*

Department of English Language and Literature (DELL) has young, dynamic, dedicated, proficient as well as friendly and well-disciplined academic staff. Department staff diligently performs their tasks of enlightening and educating young minds. They do not comply with the rules of work ethic and display their professionalism in the courses they conduct. They do try to make their students comfortable in class and encourage them to ask questions as well as express their opinions when necessary. Their approach to their students is friendly, polite, sympathetic and professional. Lectures are delivered through using various course materials such as Power Point presentations, videos related to the courses, whiteboard, textbooks and other electronic texts and animations etc. Teaching staff members are elaborating learning by means of adopted universal pedagogical approach to education.

b) *Research and publication activities,*

Department encourages its staff to develop themselves academically. They conduct research, write academic articles and conferences alone or with students under their academic advisory. Several of our experienced academic staff have published their own books and continue to inspire those with less experienced and help them to improve their academic knowledge by publishing co-authored articles in journals of social sciences and education. Department also allows its students to conduct research and write articles under the supervision of their respective advisors and advice them to attend conferences and take active role in the preparation and organization of our major event FLTAL conference.

c) *Percentage of students passing exams and a comparison with results from the previous years.*

While passing rate at Department of English Language and Literature in the academic year of 2011/2012 was 67,68%, we expect this rate to be no less than 65% in the academic year of 2012/2013. Passing rate for masters and PhD students at Department continues to be very high. Student success rate in 2012-2013 year in M.A. and PhD level is again 100%.

d) *Resources available for the department*

Resources allocated for the use of the department are quite satisfactory. Our academic staff finds the required as well recommended textbooks in the courses they are assigned to teach. In cases of the unavailability of the course textbook, Department encourages its members to order textbooks or other relevant teaching material they require in the courses that they will be taking. However, department is in need of getting subscription for academic journals around the world in order to update the knowledge of its academic staff and be aware of the developing trends and newly-introduced methods.

e) *Positive practice and perceived weaknesses in the work of the Department*

Department strives to provide a comfortable and fruitful environment for learning not only for their students, but significantly for its academic members. It is pleasing fact to mention that members of our department are extremely dedicated, hard-working, co-operative and they function well in team-work and providing professional as well as moral support to one another. They come from different educational institutions with a vast experience in teaching English language and accumulated massive knowledge in their respective fields. Therefore it is not difficult for them to pass on their knowledge as well as experience to their less experienced co-workers as well as their students when they teach their courses. However, members of our department demand recognition for their hard-work and dedication either in the forms of kind words, polite gestures, motivational support and better working environment.

f) *Suggestions for improvement*

University administration can organize seminars, work-shops, academic trips, or in-service training

programs to equip its academic staff with latest trends, newly-introduced methods or techniques and obtain updated and most-current information on their respective fields. Administration can also provide friendly working environment and continuous support for the members. They can also try to be more diligent and careful in admitting students and making sure that only capable and skilful students get the chance to register in our department. It can only provide financial support for its members to attend conferences, work-shops or symposiums that will prove to be beneficial for the motivation as well as academic development of its members.

g) Activities in ensuring quality

Department aims to introduce, implement and monitor policies and procedures written by IBU Quality Office that will help achieve higher standard of service. At the same time, department management promotes quality culture and recognizes the involvement of all staff members in development of quality assurance.

All courses at the department were implemented and taught appropriately conforming to their syllabi. Courses were conducted on timely manner and in case of emergencies or class-cancellations students received information on time in order to avoid displeasure or dissatisfaction. Course instructors also took make-up classes for the courses they missed and successfully covered the contents of course syllabi.

Self-Evaluation of the Department:

With this form you are evaluating the work of your office.

In the appropriate box give your own opinion about the **Strengths** of your Office; the **Weaknesses** that you might see; The **Opportunities** that your office should take; **Threats** that are placed in front of your service.

Although the maximum number of items is not limited, the minimum acceptable threshold is 3 for each of the characteristics.

<p><i>Strengths:</i></p> <ul style="list-style-type: none">a. Staff with teaching and professional experienceb. Responsible staff eager to gain new knowledge and experiencesc. Positive and friendly work environmentd. Positive reputation in external community <p>Strong interaction between staff and students</p>	<p><i>Weaknesses:</i></p> <ul style="list-style-type: none">a. Poor motivation and no encouragement of staff by the universityb. Lack of discipline measures towards studentsc. Underdeveloped campus life <p>Administration's inability to conduct a better student selection method</p>
<p><i>Opportunities:</i></p> <ul style="list-style-type: none">a. Development of individual academic careersb. Establishments of new programsc. Multicultural and multilingual work environmentd. International cooperatione. Establishment of research and cooperation centre at IBUf. Improvement of partnerships with local employersg. Partner with the universities in Turkey and other countriesh. Workshops with world-famous language experts	<p><i>Threats:</i></p> <ul style="list-style-type: none">a. Lack of development projectsb. Lack of communication with administrative staffc. High teaching load <p>Economical conditions in BiH</p>

Date and signature: 30.06.2013.