**Application for accreditation**

**from the American Society for Biochemistry and Molecular Biology**

 **SUBMISSION TYPE**

**1. Is this a renewal application?**

 [ ]  Yes [ ]  No

*If no, please continue to Section 1 on the next page.*

**2. If yes:**

a. Was your last accreditation provisional or full?

[ ]  Provisional [ ]  Full

 b. In the space below, please describe any major changes to your program (for example, changes to curriculum, to courses, to assessment, to overall program or institution) since last accreditation.

 Click here to enter text.

 c. In the space below, please describe item-by-item how you have addressed the aspects identified as weaknesses or needing additional information in your last accreditation letter.

Click here to enter text.

 **SECTION 1 ­­– GENERAL INFORMATION**

**1.1 Name of institution:**

 Click here to enter text.

**1.2 Name of degree program seeking accreditation:**

 *If you are applying for accreditation of more than one program or track, please complete this form for each program/track. Institutional data may be copied across application forms.*

 Click here to enter text.

**1.3 Name(s) of the participating departments and/or schools:**

 Click here to enter text.

**1.4 Overview/history of program:**

 *Provide a brief description of the history of the program and its creation within or between departments and/or other programs. Include information on how long the program has existed in its current form. Describe any substantial organizational or curricular revisions in the past five years. (For most programs, this can be covered in 250 words or fewer.)*

 Click here to enter text.

**1.5 Primary contact person:**

 Name: Click here to enter text.

 Title: Click here to enter text.

 Email: Click here to enter text.

 Phone: Click here to enter text.

**1.6 Size of institution:**

[ ]  <2,000 students [ ]  2,000-5,000 [ ]  5,000-10,000 [ ]  10,000-20,000 [ ]  >20,000

**1.7 Type of institution:**

 a.[ ]  Public [ ]  Private

b. Classification (choose one):

[ ]  Primarily undergraduate institution

 (*The National Science Foundation defines a PUI as a four-year, master’s level and small doctoral college or university that awards on average no more than two Ph.D.s per year per department.*)

 [ ]  Master's college or university

 (*Carnegie classifications M1-M3 correspond to an institution that awards at least 50 master's degrees and less than 20 doctoral degrees per year [*[*http://carnegieclassifications.iu.edu*](http://carnegieclassifications.iu.edu/)*/].*)

 [ ]  Research-intensive doctoral university

 (*Carnegie classifications R1-R3 correspond to an institution that awards more than 20 doctoral degrees per year [*[*http://carnegieclassifications.iu.edu*](http://carnegieclassifications.iu.edu/)*/].*)

**1.8 Number of degrees awarded in this program for the preceding five years:**

|  |  |
| --- | --- |
| **Academic year** | **No. of degrees awarded** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

 If the number of degrees awarded in any year is < 3, answer the following questions in the space below. How does the small program size affect the offering and conduct of program-specific courses? Specifically, how are sufficient interactions with peers maintained? Does the small number of students threaten the sustainability of the program?

Click here to enter text.

**1.9 In the supplementary materials, include a letter of support from the dean or equivalent institutional authority addressing specific institutional support for the program seeking ASBMB accreditation.**

 **SECTION 2 – FACILITIES & EQUIPMENT**

**2.1 To help us assess the lab experience for students in biochemistry and/or molecular biology focused courses, provide information for up to three representative required BMB lab courses.**

|  |  |
| --- | --- |
| Lab course name and number | Click here to enter text. |
| Average number of students per lab section/room | Click here to enter text. |
| Average number of students per team\* | Click here to enter text. |

|  |  |
| --- | --- |
| Lab course name and number | Click here to enter text. |
| Average number of students per lab section/room | Click here to enter text. |
| Average number of students per team\* | Click here to enter text. |

|  |  |
| --- | --- |
| Lab course name and number | Click here to enter text. |
| Average number of students per lab section/room | Click here to enter text. |
| Average number of students per team\* | Click here to enter text. |

 *\*e.g. individual = 1; pair = 2; 3; 4; etc.*

**2.2** **To help us assess the equipment available to students in the required biochemistry and/or molecular biology focused lab courses listed above, complete the following table of available equipment. If the equipment is not available in any required lab courses, indicate N/A.**a

|  |  |
| --- | --- |
| **Equipment type** | **Number of students sharing piece of lab equipment in average lab section** |
| Pipette set | Click here to enter text. |
| Spectrophotometer  | Click here to enter text. |
| DNA electrophoresis apparatus | Click here to enter text. |
| Protein electrophoresis apparatus | Click here to enter text. |
| Western blot apparatus | Click here to enter text. |
| Microcentrifuge | Click here to enter text. |
| Thermocycler | Click here to enter text. |
| Chromatography setb  | Click here to enter text. |
| pH meter | Click here to enter text. |
| Other (specify)Click here to enter text. | Click here to enter text. |

a *It is not our intention to indicate that every piece of equipment on this list is required for accreditation.*

b *Simple pump or gravity-fed columns, not FPLC or HPLC systems. The latter are considered advanced instruments and can be addressed below.*

**2.3 Give three to five examples of large instruments or advanced equipment/technologies that are used in required biochemistry or molecular biology lab courses. For each, briefly describe how use of this instrument/technology is integrated into a specific lab course.**

Click here to enter text.

 **SECTION 3 – SAFETY**

*The ASBMB expects that research and teaching are performed in a safe and appropriate manner.*

**3.1 Describe university and/or department-based resources for safety training and implementation and how safety programs are conducted and assessed for each of the following groups:**

 Is this training assessed?

|  |  |  |
| --- | --- | --- |
| a. Students in lab courses: | [ ]  yes | [ ]  no |

 Click here to enter text.

|  |  |  |
| --- | --- | --- |
| b. Students doing independent research: | [ ]  yes | [ ]  no |

 Click here to enter text.

|  |  |  |
| --- | --- | --- |
| c. Faculty and staff initial and refresher training (specify interval): | [ ]  yes | [ ]  no |

Click here to enter text.

|  |
| --- |
| d. If deficient in any of the above categories, describe plans for corrective action. |

Click here to enter text.

 **SECTION 4 – DIVERSITY AND INCLUSION**

*The ASBMB expects the institution to articulate policies intended to foster a culture that values diversity in all dimensions and provide mechanisms for promoting a safe, supportive and welcoming learning environment for all students and faculty members.*

**4.1 Provide data on the diversity of students in the institution. Describe any specific institutional resources or programs to increase diversity of students.**

Click here to enter text.

**4.2 Provide data on the diversity of faculty members within the institution. Describe any specific resources or programs that support and encourage faculty member diversity.**

Click here to enter text.

**4.3 Provide data on the diversity of faculty members within the BMB program. Describe efforts to support and encourage diversity among faculty members within the program.**

Click here to enter text.

**4.4 Describe any specific institutional or BMB program activities that support underrepresented or first-generation college students or increase diversity among students in the program.**

Click here to enter text.

**4.5. Please certify that your institution is compliant with Title IX requirements.**

 [ ]  Yes [ ]  No

**4.6. Helping to build a diverse, inclusive and respectful environment is important to ASBMB, and to the scientific enterprise. Has your institution developed and shared clear policies on sexual harassment and standards of behavior? Please briefly (<100 words) describe some of your institution’s efforts aimed at improving the environment for all students, faculty, and staff.**

Click here to enter text.

 **SECTION 5 – FACULTY MEMBERS**

**5.1 How many faculty members are involved in the BMB program (i.e., contribute significantly to teaching, advising and research)? An approximate number is sufficient for large programs.**

Click here to enter text.

**5.2 It is important that an accredited program has the necessary personnel to provide undergraduates with quality teaching, advising and research experiences in biochemistry and molecular biology. Complete the following faculty data table. To reduce the burden on applicants, we ask you to limit your answer to no more than 10 faculty members. NOTE: This is NOT intended to be a comprehensive list but rather a list of those faculty members who most significantly contribute to teaching, advising, and/or research experience components of the program and that demonstrate the breadth of BMB disciplines. Biochemistry and molecular biology is a diverse field of study in which many branches of science contribute. Choose representative faculty members who illustrate how your program balances both chemical and biological aspects of biochemistry and molecular biology.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Academic rank | Department or affiliation | Postdoctoral training | Research field |
| Role in program(check all that apply) | Courses taught a | # of undergraduate BMB research students mentored c in the past five years | # of BMB related grants, # of presentations and # of publications  in the past five years |
|  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. |   | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  yes [ ]  no | Click here to enter text. |
| [ ]  administration[ ]  teaching[ ]  research[ ]  advising | Click here to enter text. | Click here to enter text. | Click here to enter text. |

a Provide the title of courses taught (e.g., Developmental Biology, not BMB 490). Do not include lower-level prerequisite courses (e.g., general chemistry, general biology, organic chemistry, general physics or calculus).

b Describe the faculty member’s research field in a few words (e.g., receptor structure function).

c Include only students mentored for one semester or more.

**5.3 Provide as supplementary material biosketches or *curricula vitae* for all faculty members listed in the table above (section 5.2). Individual bios may be in any format, but ensure that each contains the following information at a minimum:**

* Education
* Professional appointments
* Publications within the past five years. Indicate undergraduate student authors by underline or asterisk.
* Grants and other awards over the past five years
* Other information related to BMB activities/teaching/mentoring. Examples include teaching awards, talks, membership in professional organizations and committees and placement of advisees in graduate/professional schools.

**5.4 Describe professional-development programs (including sabbaticals) and opportunities in research and pedagogy for BMB faculty members. Indicate when institutional funds are available for these programs.**

Click here to enter text.

 **SECTION 6 – CURRICULUM**

**6.1 How is your institution’s school year divided?**  [ ]  quarter [ ]  semester [ ]  other

 If other, explain: Click here to enter text.

**6.2 Provide a list of courses required for students in the BMB program. Include all science and math courses required for the BMB degree (e.g., physics, calculus, biology). Include electives only if they are required as "selectives" or "restricted electives" (i.e. the curriculum requires that one or more courses be chosen from a list of options). For each elective course, indicate the approximate percent of BMB students who took that particular course option over the past five years. If independent research is required for graduation, indicate this in the table below.**

* **List all required courses first, lowest numbered to highest numbered.**
* **Following required courses, list electives (if applicable), lowest to highest numbered.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course number and course title****Provide a brief course description for each course in the curriculum. Catalog descriptions are sufficient.** | **Required or elective** | **Percent of BMB majors taking elective a** | **Frequency of offering** | **If lab, number of hours spent in lab per term** |
| *Course number and title*Click here to enter text.*Course description*Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**a** Estimate the percentage of BMB majors who take each elective course over the past five years, not the percent of BMB in a particular course. Leave the entry for required courses blank.

**6.3 Provide the total number of all required laboratory experiential learning contact hours for the BMB major. The minimum required STEM experiential laboratory contact time is 400 hours. Include all required laboratory experiences, including physics or other laboratory courses in or out of the major. Also include hours spent in any required independent research experiences. If a laboratory meets for three hours, it is counted as a three-hour laboratory experience independent of the credits students earn for the course. If students are required to conduct 50 hours of research as part of the degree requirements, then include those hours in your description. If the curriculum includes required elective courses (i.e. selectives or restricted electives) that require laboratory hours, indicate the minimum and maximum laboratory hours a student can experience in the degree, depending on the choice of electives.**

Click here to enter text.

**6.4 Course alignment**

**6.4.a Map courses to ASBMB core concepts using the Major Coursework Template and include as supplementary material.**

**6.4.b Describe how the program’s curriculum addresses each of the ASBMB four foundational concepts and two underlying concepts of biochemistry and molecular biology (up to 250 words each). Ensure your description demonstrates how the concepts are integrated across the curriculum. Within the context of a specific course or, ideally, multiple courses, give examples of systems or activities that are used to demonstrate these concepts.**

6.4.b1 Concept 1: Energy is required by and transformed in biological systems:

Click here to enter text.

6.4.b2 Concept 2: Macromolecular structure determines function and regulation:

Click here to enter text.

6.4.b3 Concept 3: Information storage and flow are dynamic and interactive:

Click here to enter text.

6.4.b4 Concept 4: Discovery requires objective measurement, quantitative analysis and clear communication:

Click here to enter text.

6.4.b5 Evolution:

Click here to enter text.

6.4.b6 Homeostasis:

Click here to enter text.

**6.5 Provide a chart in any format (table, figure, text) that indicates the recommended sequence (e.g. organized by year or semester) and specification of curricular requirements, clearly distinguishing elective courses and/or selective options. Include course names, numbers and credits that allow correlation with listings in Tables 6.2 and 6.4a.**

Click here to enter text.

*For questions 6.6 through 6.12, restrict answers to 250 words or fewer.*

**6.6 Describe active learning and/or inquiry-based components used in lecture or laboratory courses in your curriculum (e.g., course-based undergraduate research experiences [CUREs], problem-based learning, process oriented guided inquiry learning [POGIL], flipped classroom or other approaches of student engagement).**

Click here to enter text.

**6.7 Describe the undergraduate research opportunities, co-op and/or internship programs available to BMB majors and/or mechanisms for assisting students in obtaining such opportunities. Include information for your university and off-campus opportunities. Include the number or percentage of BMB students who participate in each activity.**

Click here to enter text.

**6.8 Describe how the program promotes and assesses both written and oral communication skills.**

Click here to enter text.

**6.9 Describe the curricular activities for the development and assessment of teamwork skills in both laboratory and classroom environments**.

Click here to enter text.

**6.10 Describe how the program incorporates the teaching of responsible conduct of research/professional code of conduct (ethics). This should include a description of plagiarism/honor code policies as well as research ethics.**

Click here to enter text.

**6.11 Describe the BMB-related academic and career-advising resources and programs available within the department(s) and/or institution.**

Click here to enter text.

**6.12 Address each of the following points regarding assessment.**

* **Describe the internal assessment methods used to evaluate student performance in the degree program.**
* **Describe the mechanisms and frequency of program review.**
* **Describe the process by which assessment data and review outcomes are used to make revisions to the curriculum and/or program.**

Click here to enter text.