Orientation for Academic Program Reviews

2017-2018
Introduction

- Purpose of this meeting:
  - Overview of the review process
  - Determining site visit dates
  - Selecting the review committee
  - Content of the self-study
  - Site visit
Purpose of Program Reviews

- Primary Focus: Evaluating academic programs
- Emphasis: Planning for the future
- Includes all undergraduate and graduate programs
- Compliance with University mandate and institutional accreditation
Preparing for Program Reviews

- Communicate early on with the Dean or Chancellor/Vice Chancellor for Academic Affairs
  - What does the unit want to accomplish in the review?
  - What stakeholders should be included?
  - How can the program review support the college/school mission?
Making Program Reviews Productive

- Make process transparent
  - Include all faculty, staff and students in the process and seek their input
  - Make self-study available to constituents
- The more informed constituents are, the better prepared they will be in giving their input to the review committee
- Consider timing in light of accreditation or major changes within unit
The Program Review Process

- Notification and initiation of review
  - Schedule site visit
  - Appoint review committee
  - Charge meeting
  - Self-Study and site visit agenda
  - Site visit
  - Review committee report
  - Academic unit’s response
  - Graduate School Council review
  - Graduate School Dean’s letter to Dean / Chancellor / Vice Chancellor
Program Review Planning

Unit Responsibilities

Autumn Quarter – year before review

• Unit submits Program Review Planning Form:
  • Suggested site visit dates
  • Unit defined questions for review committee
  • Review committee recommendations
Suggested Site Visit Dates

- 2 days for colleges, schools, departments
- 1 - 1 ½ days for smaller programs, individual degree programs, or graduate certificates
- Monday/Tuesday or Thursday/Friday

- Priority given in order of completed planning forms
- Site visits are spread across academic year
Unit Defined Questions

- Tailor the review to the needs of the unit
- Identify key issues
- Communicate with dean’s/chancellor’s office
- Will be discussed and finalized at the charge meeting
- Part B of the Self Study Document
Review Committee Role

- Provide evaluation of overall health of academic unit
- Offer recommendations for strengthening programs and future directions
- Impartial perspective
  - UW reviewers provide institutional context
  - External reviewers provide field-specific expertise
Review Committee Composition

- School/College/Department:
  - 2 UW review committee members
    - Including one as chair
  - 2 external review committee members

- Individual Degree Program:
  - 2 UW review committee members
  - 1 external review committee member

- UW review committee members must have graduate faculty status

- External members should be regarded as experts in their field
Review Committee Selection

○ Program Review Planning Form requires:
  • Ranked list of potential reviewers
  • 8 UW reviewer suggestions
    • Indicate potential committee chairs
  • 8 external reviewer suggestions
    • Consider colleagues regarded as experts in their field
  • Strive for diversity – Consider colleagues of diverse backgrounds and demographics
  • Confirm that list has been reviewed by Dean’s Office/Chancellor’s Office before submission
Actively Avoid Conflicts of Interest

- Possible conflicts of interest include faculty who:
  - hold joint, adjunct or affiliate position with the unit
  - has published with unit faculty
  - engaged in collaborative research with a member of the unit
  - was a mentor for or mentee of a faculty member in your unit
  - is an alumnus/alumna of your unit
  - considered for a position in the unit within the last five years
  - previously chaired a review committee in the unit
  - served on a visiting committee in the unit
  - has a significant personal or professional relationship with a unit member
Program Review Planning

OAAP Responsibilities

○ Academic year before review
  • Confirm site visit dates
  • Establish review committee
  • Schedule and hold charge meeting
    • When committee is established before summer
  • Serve as liaison between committee and unit
    • Develop and maintain review site
  • Cover all program review related expenses
The Program Review Process

- Notification and initiation of review
- Schedule site visit
- Appoint review committee
  - Charge meeting
  - Self-Study and site visit agenda
  - Site visit
  - Review committee report
  - Academic unit’s response
  - Graduate School Council review
  - Graduate School Dean’s letter to Dean / Chancellor / Vice Chancellor
The Charge Meeting

- Identify scope of review including unit defined questions
- Finalize Charge Letter
  - To the unit to write the self-study
  - To the review committee to conduct the review
- Includes participation from key stakeholders
  - Review committee
  - Unit leadership
  - School/College/Campus leadership
  - Graduate School
  - Undergraduate Academic Affairs (when applicable)
  - Graduate School Council representatives
The Self-Study

- Contents:
  - A: Required background information for review committee
    - Standard questions across institution
  - B: Context for committee as they address unit-defined questions
  - C: Required appendices

- Requirements
  - Limit of 25 pages
  - One digital copy (pdf) including all appendices
  - Deadline established at charge meeting
    - Generally, at least six weeks before site visit
The Site Visit
Unit Responsibilities

- Develop agenda and schedule participants
- Respond to review committee requests
- Secure and manage conference room(s)
- Designate an “on call” staff member for visit
The Site Visit

Agenda Includes

- Review committee meetings with:
  - Faculty
  - Students
  - Staff
  - Committees, Advisory Boards, Other Stakeholders
- Exit Discussion
  - Includes unit and institutional leadership
Final Actions

1. Review Committee Report

2. Academic Unit’s Response

3. Graduate School Council consideration

4. Graduate School Dean’s recommendations to Dean / Chancellor / Vice Chancellor
Timeline for Autumn Site Visit

- Site Visit
  - Autumn Quarter
- Review Committee Report (4 weeks)
  - Winter Quarter
- Academic Unit’s Response (4 weeks)
  - Winter Quarter
- Graduate School Council Review
  - Winter or Spring Quarter
Timeline for Winter Site Visit

- Site Visit
  - Winter Quarter
- Review Committee Report (4 weeks)
  - Spring Quarter
- Academic Unit’s Response (4 weeks)
  - Spring Quarter
- Graduate School Council Review
  - Autumn Quarter (next academic year)
Timeline for Spring Site Visit

- Site Visit
  - Spring Quarter
- Review Committee Report (4 weeks)
  - Spring Quarter
- Academic Unit’s Response (4 weeks)
  - Spring or Autumn Quarter (next academic year)
- Graduate School Council Review
  - Autumn Quarter (next academic year)
Program Review Documents

- Program review planning form
- Review committee charge letter
- Site visit agenda
- Self-study*
- Review committee report*
- Unit’s response to report*
- Letter to Dean / Chancellor / Vice Chancellor*

*Published on password protected UW Accreditation website upon completion of the review
If you need help...

- Contacts in the Office of Academic Affairs & Planning:
  - Rebecca Aanerud, Associate Dean
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  - Wesley Henry, Associate Director, Academic Affairs & Planning
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  - Kevin O’Brien, Administrative Specialist
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Submit by end of Autumn Quarter:

**Program Review Planning Form**

1. Suggested site visit dates
2. Unit-defined questions for review
3. Proposed review committee members
   - 8 UW faculty
   - 8 external faculty