

Orientation for Academic Program Reviews

2017-2018



UNDERGRADUATE ACADEMIC AFFAIRS
UNIVERSITY *of* WASHINGTON



ACADEMIC AFFAIRS & PLANNING
UNIVERSITY *of* WASHINGTON
The Graduate School

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

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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:

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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