Orientation for Academic Program Reviews

2019-2020
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
  • Due December 14, 2018
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:

- have a joint, adjunct, or affiliate position in your unit
- have been a mentor for or mentee of a faculty member in your unit
- are unit alumni
- were considered for a position in your unit within the last five years
- are currently on a visiting or advisory committee
- have previously chaired a review committee or served on a visiting committee in your unit
- have engaged, or are currently engaged, in collaborative research or published with a member of your unit
- have 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
    • Once the committee is established, before summer
  • Serve as liaison between committee and unit
    • Develop and maintain review website
  • 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
    - Specific due date will be indicated on Charge Letter
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
# Timelines by Site Visit Term

<table>
<thead>
<tr>
<th>Site Visit</th>
<th>Review Committee Report (4 Weeks)</th>
<th>Academic Unit Response (4 Weeks)</th>
<th>Graduate School Council Final Letter</th>
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<tbody>
<tr>
<td>Autumn Site Visit</td>
<td>Autumn</td>
<td>Winter</td>
<td>Winter or Spring</td>
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<tr>
<td>Spring Site Visit</td>
<td>Spring</td>
<td>Spring</td>
<td>Spring or Autumn (next year)</td>
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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
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

Questions? Contact Us!
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