Orientation for Academic Program Reviews

2015-2016
Introduction

Goals of this meeting:
- Overview of the review process
- Selecting the review committee
- Content of the self-study
- Overview of site visit
- Resources available to you
Purpose of Program Reviews

- Primary purpose: evaluate academic excellence
- Emphasis on future-oriented strategic planning rather than retrospective accounting
- Includes all undergraduate and graduate degree programs, Graduate Certificates
- Allows units to plan for the future
- Compliance with University mandate and UW institutional accreditation
Guiding Principles

○ Transparency
  • Insure stakeholders are involved throughout the process (faculty, students, staff, deans, etc.)
  • Inform stakeholders about the pending review, self-study and planning process
  • Make self-study available to constituents
  • Informed constituents are better prepared for giving input to the review team

○ Value of review process
  • The process is of value to the unit, its leadership, and the dean’s/chancellor’s office.
The Program Review Process

- Notification and initiation of review
- **Submit prospective dates and review committee members**
- Schedule site visit dates
- Appoint review committee
- Schedule and hold charge meeting
- **Prepare self-study and site visit agenda**
- **Site visit occurs**
- GPSS report (2-3 weeks)*
- Review committee report (within 4 weeks)
- **Academic unit’s response** (within 4 weeks)
- Graduate School Council review
- Graduate School Dean’s letter to Dean / Chancellor / Vice Chancellor

*GPSS process is independent from the University’s
Preparing for Program Reviews

- Identify goals for the review.
- How can the review team’s perspective be valuable to the unit and help set priorities for the future?
- Communicate with your Dean/Chancellor about shared goals and outcomes of the review.
Program Review Timeline

- Autumn Quarter 2014
  - Unit submits documentation:
    - suggested site visit dates
    - proposed review committee members (UW and external)
    - Self-Study Part B: Unit-Defined Questions

- Winter and Spring Quarters 2015
  - Site visit dates are confirmed
  - Review committee established
  - Charge meeting scheduled and held
Step 1: Site Visit Dates

- 2 days for colleges, schools, departments
- 1 -1 ½ days for smaller programs, individual degree programs, or graduate certificates
- Unit suggests dates when faculty, students and staff are available
- OAAP checks availability of Deans/Chancellor, Provost’s Office, and others for exit meeting
- Monday/Tuesday or Thursday/Friday
Step 2: Review Committee

- Review Committee Recommendation Form includes:
  - Requested site visit dates
  - Ranked list of potential reviewers
  - 8 UW reviewer suggestions
  - 8 external reviewer suggestions
  - Indicate potential committee chairs (UW faculty)
  - Reviewers must have no conflicts of interest
  - List has been shared with Dean’s Office / Chancellor’s Office before submission
Forming a Review Committee

- Suggest review committee members who can:
  - give balanced yet critical perspectives on the unit in relation to peers and future direction of the field
  - address the items raised in the Part B: Unit-Defined Questions of the self-study
- Faculty should have diverse backgrounds and perspectives; assure gender and other diversity
- Describe any pairings (areas of expertise, type of institution, etc.) that should be considered
- Avoid: UW faculty with administrative appointments (associate deans, etc.); non-Graduate Faculty; conflicts of interest
- Unit should not contact reviewers
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
Step 3: Charge Meeting

- Attendees:
  - review committee
  - unit leadership
  - school/college/campus leadership
  - Graduate School staff
  - Undergraduate Academic Affairs
  - Graduate School Council representatives

- Meeting results in (1) formal charge to review committee and (2) charge to the unit to write self-study, considering the Part B: Unit-Defined Questions

- Meeting documents available on Program Review Catalyst website (password protected, available to review committee and faculty/staff directly involved with program review planning)
Self-Study

Constitutes the foundation for the review committee

- **Part A**
  - Unit’s responses to pre-defined questions

- **Part B**
  - Unit’s responses to questions it has defined

- **Part C**
  - Required appendices
Self-Study

• Limit of 25 pages
• Units with national accreditation reviews
• Submit one hard copy and one digital copy
• Standard submission deadlines:
  • September 1 for Autumn Quarter site visits
  • November 1 for Winter Quarter site visits
  • February 1 for Spring Quarter site visits
The Site Visit

- Meetings with unit constituents and key stakeholders, including faculty, students, staff, and others
- Exit discussion between those present at the charge meeting plus a Provost’s Office representative
  - General session
  - Executive session (without unit’s leadership)
- Graduate & Professional Student Senate (GPSS)
  - Independent of Graduate School process
  - May conduct survey, focus group, and/or participate in student meeting
  - Exclusively for Seattle campus graduate programs
Graduate School Responsibilities

- Communicates with review committee
- Establishes and manages Catalyst website
- Places self-study and site visit agenda on Catalyst website
- Organizes catering, lunches, and dinners, external reviewer transportation and hotel accommodations
- May send invitation letters to interviewees 3-4 weeks before site visit, if requested by committee
- Pays all program review expenses
Academic Unit Responsibilities

- Develop draft site visit agenda (submitted with self-study)
- Finalize agenda at least two weeks before site visit, after feedback from AAP and review committee
- Schedule faculty, staff, and student groups for interviews
- Secure meeting room for entire length of site visit and inform AAP at least one month prior to site visit
- Provide additional program information to the review committee, as requested
- Provide GPSS with graduate student contact information (email list)
- Prepare and clean-up site visit room
- Designate a staff liaison “on call” during site visit
Final Events

- GPSS Report*
- Review Committee Report (within 4 weeks)
- Academic Unit’s Response (within 4 weeks)
- Graduate School Council consideration of report and recommendations
- Graduate School Recommendations to Dean / Chancellor / Vice Chancellor

*GPSS participation is exclusive to Seattle campus and is independent of the University’s review process.
Review Process Documents

Documents placed on University’s decennial accreditation website (password protected)
- Self-study
- GPSS report
- Review committee report
- Unit’s response to report
- Letter to Dean / Chancellor / Vice Chancellor
Example of Review Process Timeline

- Site Visit
  - Autumn Quarter, 2015
- GPSS Report (2-3 weeks)
  - Winter Quarter, 2016
- Review Committee Report (4 weeks):
  - Winter Quarter, 2016
- Academic Unit’s Response (4 weeks)
  - Winter Quarter, 2016
- Graduate School Council Review
  - Spring Quarter, 2016
Another example of Timeline

- Site Visit
  - Winter Quarter, 2016
- GPSS Report (2-3 weeks)
  - Spring Quarter, 2016
- Review Committee Report (4 weeks)
  - Spring Quarter, 2016
- Academic Unit’s Response (4 weeks)
  - Spring Quarter, 2016
- Graduate School Council Review
  - Autumn Quarter, 2016 (next academic year)
If you need help...

- Contacts in the Office of Academic Affairs & Planning:
  - Rebecca Aanerud, Associate Dean
  - Augustine McCaffery, Senior Academic Program Specialist
  - David Canfield-Budde, Academic Program Specialist
  - Lillian Gaya, Assistant to the Deans
Final Reminder

- Due by end of Autumn Quarter 2014
  1) Suggested site visit dates
  2) Proposed review committee members (UW and external)
  3) Part B: Unit-Defined Questions for self-study