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
Phase One: Planning
Unit Responsibilities

Autumn Quarter – year before review

• Unit submits documentation:
  • 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
  • Self Study Part B: Unit Defined Questions
  • Review Committee Recommendation Form
Part B 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.
Review Committee Role

- Provide evaluation and recommendations
- Committee membership:
  - UW members
  - External member(s)
- Impartial perspective
- Outside expertise
Review Committee Composition

- Review Committee Recommendation Form contains:
  - Ranked list of potential reviewers
  - 8 UW reviewer suggestions
    - Indicate potential committee chairs
  - 8 external reviewer suggestions
    - Consider top professional colleagues in the field
  - Strive for diversity – Consider colleagues of diverse backgrounds and demographics
  - 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
Step One: Planning

OAAP Responsibilities

- Year before review
  1. Confirm site visit dates
  2. Establish review committee
  3. Schedule and hold charge meeting
  4. Serve as liaison between committee and unit
     - Develop and maintain Catalyst site
  5. Cover all program review related expenses
Step Two: Charge Meeting

Purpose

- Identify scope of review including unit defined questions
- Finalize Charge Letters
  - To the unit to write the self-study
  - To the review committee to conduct the review
- Assures participation from key stakeholders
  - Review committee
  - Unit leadership
  - School/College/Campus leadership
  - Graduate School
  - Undergraduate Academic Affairs
  - Graduate School Council representatives
Step Three: Self-Study

- Contents: Three parts
  - A: Unit’s responses to pre-defined questions
  - B: Unit’s responses to questions it has defined
  - C: Required appendices

- Requirements
  - Limit of 25 pages
  - One digital copy (pdf) including all appendices
  - Deadlines vary according to the site visit dates
  - General timelines for planning purposes:
    - September 1 for Autumn Quarter site visits
    - November 1 for Winter Quarter site visits
    - February 1 for Spring Quarter site visits
Step Four: Site Visit

Unit Responsibilities

- Develop agenda and schedule participants
- Respond to Review Committee requests
- Secure and manage conference room(s)
- Designate a staff liaison “on call” during site visit
The Site Visit

Agenda

- Review Committee meetings with:
  - Faculty
  - Students
  - Staff
  - Committees, Advisory Boards, Other Stakeholders
  - Unit and Institutional leadership to report on findings
Step Five: Final Actions

- Review Committee Report
- Academic Unit’s Response
- Graduate School Council consideration
- Graduate School Deans’ recommendations to Dean / Chancellor / Vice Chancellor
Timeline for Autumn Site Visit

- Site Visit
  - Autumn Quarter, 2017

- Review Committee Report (4 weeks)
  - Winter Quarter, 2018

- Academic Unit’s Response (4 weeks)
  - Winter Quarter, 2018

- Graduate School Council Review
  - Winter/Spring Quarter, 2018
Timeline for Winter Site Visit

- Site Visit
  - Winter Quarter, 2018

- Review Committee Report (4 weeks)
  - Spring Quarter, 2018

- Academic Unit’s Response (4 weeks)
  - Spring Quarter, 2018

- Graduate School Council Review
  - Autumn Quarter, 2018 (next academic year)
Timeline for Spring Site Visit

- Site Visit
  - Spring Quarter, 2018

- Review Committee Report (4 weeks)
  - Spring Quarter, 2018

- Academic Unit’s Response (4 weeks)
  - Spring Quarter, 2018 [to Autumn Quarter, 2018]

- Graduate School Council Review
  - Autumn Quarter, 2018 (next academic year)
Review Process Documents

- 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
    - raan@uw.edu
  - Augustine McCaffery, Senior Academic Program Specialist
    - amccaf@uw.edu
  - David Canfield-Budde, Director, Academic Affairs and Interdisciplinary Programs
    - dacan@uw.edu
  - Wesley Henry, Academic Program Specialist
    - weshenry@uw.edu
  - Lillian Gaya, Assistant to the Deans
    - lgaya@uw.edu
Next Steps

• Due by end of Autumn Quarter 2016
  1) Suggested site visit dates
  2) Proposed review committee members (UW and external)
  3) Part B: Unit-Defined Questions for self-study