

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

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