

Planning for Academic Program Review Site Visits

2016-2017

Introduction

- Purpose of this meeting:
 - Assist you to prepare for your site visit
- Outline for today:
 - Planning your site visit
 - Identifying roles and responsibilities
 - Reviewing key steps in the process

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

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

Site Visit Agenda

1. Unit provides draft site visit agenda with self-study
2. OAAP and review committee provide feedback
3. Unit revises agenda and schedules participants and conference rooms
4. Review committee may send invitation letters to participants
5. Site visit agenda is finalized at least two weeks before site visit

Sample Site Visit Agenda

Evening before Site Visit

- Review committee working dinner

Day 1

- Starts with Unit Leadership
- Faculty by rank or program areas
- Unit committees and/or advisory council
- Group meetings with undergraduate students
- Group meetings with graduate students
- Review committee working dinner

Sample Site Visit Agenda (con't)

Day 2

- Academic unit staff members
- Additional faculty/student meetings as needed
- Lunch: Review committee executive session
- Review committee planning session for exit discussion and written report
- Exit discussion
- Debriefing for review committee members

Exit Discussion

- Part One

Review Committee with:

- Graduate School Associate Dean
- Unit leadership
- College or School Dean/Chancellor/Vice Chancellor and Associate/Divisional Dean
- Provost's Office, Undergraduate Academic Affairs
- Graduate School Council representatives

- Part Two

- Executive session without unit leadership

Graduate School Responsibilities

- Office of Academic Affairs and Planning:
 - Serves as a liaison between committee and unit
 - Pays all review-related expenses
 - Organizes catering throughout the site visit
 - Arranges Review Committee lunches and dinners
 - Manages the program review Catalyst site

Academic Unit Responsibilities

- Develop agenda and schedule participants
- Secure conference room(s) and notify OAAP
- Invite students
- Respond to Review Committee requests
- Designate a staff liaison “on call” during site visit
- Prepare and clean-up site visit venue(s)

Timeline for Autumn Site Visit

- Site Visit
 - Autumn Quarter, 2016
- Review Committee Report (4 weeks)
 - Winter Quarter, 2017
- Academic Unit's Response (4 weeks)
 - Winter Quarter, 2017
- Graduate School Council Review
 - Winter/Spring Quarter, 2017

Timeline for Winter Site Visit

- Site Visit
 - Winter Quarter, 2017
- Review Committee Report (4 weeks)
 - Spring Quarter, 2017
- Academic Unit's Response (4 weeks)
 - Spring Quarter, 2017
- Graduate School Council Review
 - Autumn Quarter, 2017 (next academic year)

Timeline for Spring Site Visit

- Site Visit
 - Spring Quarter, 2017
- Review Committee Report (4 weeks)
 - Spring Quarter, 2017
- Academic Unit's Response (4 weeks)
 - Autumn Quarter, 2017
- Graduate School Council Review
 - Autumn Quarter, 2017 (next academic year)

If you need help...

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