

## **Overview of Graduate School Council Role in Academic Program Reviews**

The Graduate School Council is an advisory body to the Dean and Vice Provost of the Graduate School to inform his or her recommendations regarding the results of an academic program review. This important work is done in the following way:

- Each Graduate School Council member participates in several program reviews such that each review includes two Council members. The planning occurs in the autumn quarter for program reviews scheduled the following academic year.
- Council representatives attend the charge meeting, which occurs at the beginning of a unit's review, and must attend the final exit meeting, which is at the end of the unit's site visit.
- The Council members involved in a specific review present a summary of outcomes and recommendations to the Graduate School Council.

### Review Committee Charge Meeting:

The purpose of a charge meeting is to identify the scope of the committee's review of an academic unit and to consider questions the unit has identified on which they seek the committee's advice.

Council members are full participants in the charge meeting.

Council members should review the previous program review materials and be prepared to raise any questions or issues identified in the previous review that are deemed important in the upcoming review.

### Site Visit Exit Discussion:

The exit discussion is a culmination of the academic program review site visit. At this meeting the review committee presents its initial findings and recommendations.

Council members are full participants in the discussion which involves the review committee, academic unit representatives and administrators. Council members should feel free to comment or raise any questions they might have that contribute to the discussion on the preliminary review committee report.

Council members are also full participants in the executive session of the exit discussion and may provide comments or raise questions which can help the review committee shape its report.

Report to the Full Council:

The two Council members who participated in an academic program review will provide a written and oral report to the Graduate School Council on the review program outcomes. This would include the Committees findings and recommendations. The unit's response will articulate preliminary recommendations to the Dean. To prepare for this report the two members will need to review the self-study, the review committee's report, and the unit's response to the report. The two Council members will submit the written report to the Graduate School two weeks before the Council meeting when the review is discussed. This summary will be an official document that accompanies the final recommendations from the Dean. A template is provided that includes specific items to address in the report.

Following the oral report to Council, the full Council will make two core recommendations to the Dean of the Graduate School: 1) whether the unit's program(s) should be continued and 2) when the next review should occur. Additional recommendations may be added.

The default review cycle is 10 years. The Council may recommend a shorter review cycle or other actions such as an interim report. Any additional recommendations should be accompanied by specific outcomes or actions along with a desired timeline.

The Associate Dean for Academic Affairs and Planning in the Graduate School moderates the Council's discussion.

[Revised – June 2016]