

# Graduate School Council Orientation

2018-2019



**UNDERGRADUATE ACADEMIC AFFAIRS**  
UNIVERSITY *of* WASHINGTON



**ACADEMIC AFFAIRS & PLANNING**  
UNIVERSITY *of* WASHINGTON  
The Graduate School

# Academic Affairs and Planning Staff Introductions

- Associate Dean
- Assistant to the Deans
- Assistant Dean
- Director, Academic Program Review & Strategy
- Senior Administrative Specialist
- Academic Program Review Specialist

# Introduction

- Purpose of this meeting:
  - Meeting Schedule
  - Charge of the Graduate School Council
  - Academic Program Review
  - New Graduate Certificates & Program Proposals

# Meeting Schedule

- 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month
  - Starting January 2019, meetings will be held at the HUB
- No meetings held in summer quarter.
- No meetings are held in December.
- On the 2<sup>nd</sup> Thursday of each month, meeting will be held from 2:30-3:30.

# Charge of the Graduate School Council

- Graduate Faculty have oversight of graduate programs
  - Designation and requirements for degrees; scholastic standards; admissions; courses applied to degrees; recommending students for graduation
  - Distinct governance and organization from Faculty Senate (Faculty Code Chapter 23)
- Graduate School Council is the representative body for the Graduate Faculty
  - Charter of the Graduate School Council
- Serves in an advisory capacity to the Vice Provost and Dean of the Graduate School
  - Graduate education policies; academic standards and practices
  - Existing graduate degree and certificate programs (Academic Program Review)
  - Proposed graduate degree and certificate programs (New Program Proposals)

# Council Membership

- Members are Graduate Faculty
  - One representative from each UW Seattle college or school
  - Two representatives each from UW Bothell and UW Tacoma
  - One representative from each division of the College of Arts and Sciences
  - One representative from the Graduate School Interdisciplinary Programs
- *Ex officio* members
  - University of Washington Libraries
  - UW Continuum College
  - GPSS President

# Updated Council Website

## Information about the Graduate School Council

- [Charter of the Graduate School Council](#)
- Membership and Election Guidelines
- [Current Graduate School Council Members](#)
- [Graduate School Council Meeting Schedule](#)
- New Council Member Orientation Slides

## Resources for Council Members

### Graduate School Council Meeting Resources

GRADUATE SCHOOL COUNCIL MEETING RESOURCES BY DATE



*(Access restricted to GS Council members.)*

### Academic Program Reviews

- [Council Role in Academic Program Reviews](#)
- [Template for Presenting a Program Review Summary to the Graduate School Council](#)

ACADEMIC PROGRAM REVIEW WEBSITES BY UNIT (PENDING AND UPCOMING)



*(Access restricted to GS Council members.)*

### New Academic Program Proposals

- [Council Responsibilities for New Program Proposals with Flowcharts](#)

# Academic Program Review

- Full Academic Program Review
  - “Ten Year Review”
  - All academic units should be reviewed once every ten years
  - Includes all undergraduate and graduate programs
- Interim Report
  - Report submitted by academic units to the Graduate School Dean at a specified interval to address specific concerns from a previous academic program review
  - Sometimes an update, sometimes requires specific recommendations from Council
- Five Year Review
  - All new graduate programs and graduate certificates must be reviewed five years after being created
  - Programs submit a report to be considered by Council
  - Once granted “continuing status” the program is included in the home school/college/department’s regular academic program review



# Lifecycle of a Full Academic Program Review

Year Before

- Review initiated; committee formed
- Charge meeting; Unit writes self-study

Review in Progress

- Site Visit
- Exit Discussion

After Site Visit

- Review Committee Report
- Unit Response
- Graduate School Council final discussion & recommendations

# Lifecycle of a Full Academic Program Review

- Before the Program Review: Charge Meeting
  - Spring Quarter the academic year before the site visit
  - Opportunity for stakeholders to clarify key elements of each review and ways in which the review can help the academic unit
  - Unit prepares a self-study document with questions to guide the program review
- During the Program Review: Site Visit with Exit Discussion
  - Typically two full days with Exit Discussion occurring at the end of the 2<sup>nd</sup> day
  - Opportunity to clarify review committee's initial findings and to discuss the review with unit and college/school leadership
- After the Program Review: Final Steps
  - Review Committee prepares final report with findings from the review
  - Unit responds to Review Committee Report
  - Graduate School Council Representatives create Program Summary and present to Council

# What's My Role?

## Program Reviews

### Council Member Program Review Assignments

- Reviews divided equally among council members
- Assignments take place during Winter Quarter the year before the review
- Two Council Members will be assigned to each Full Review; One Council Member to each 5-year Review
- **Charge Meeting**
  - Prior to the meeting, GSC representatives should review previous review documents
  - Be prepared with any questions/issues you'd like to add to the conversation
  - Can participate virtually

Year Before

# What's My Role?

## Program Reviews

Review in  
Progress

### **Site Visit Exit Discussion**

- Attend this approximately 2-hour conversation
- Raise questions/issues that help to shape the Review Committee's final report
- In-person attendance is essential

# What's My Role?

## Program Reviews

After Site  
Visit

### **Summary and Recommendations to Graduate School Council**

- Council Representatives prepare summary using key documents from Review and notes from Charge Meeting and Exit Discussion
- Presentation to full Graduate School Council

# What's My Role?

New Graduate Certificates and Graduate Degree Proposals

- Review New Program Proposals
- Provide the Dean of the Graduate School with a formal recommendation to advance the proposal to the Board of Regents for formal approval; OR
- Provide concrete feedback to communicate back to the proposing unit that outlines specific issues that must be addressed in the proposal before the Council can recommend advancement to the Board of Regents.

# FALL QUARTER PROJECTED CALENDAR

- **October 2018**

- New proposal – Graduate Certificate in Housing Studies – College of Built Environments
- New proposal - Master of Science in Business Analytics – Foster School of Business

- **November 2018**

- Department of Applied Mathematics – Program Review
- New Proposal - Master of Science in Biostatistics – Department of Biostatistics
- Department of Slavic Languages and Literatures – Program Review
- Department of Communications – Program Review

# OAAP Staff Contacts

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