

Orientation for Academic Program Reviews

2019-2020



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

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

Program Review Planning

Unit Responsibilities

Autumn Quarter – year before review

- Unit submits Program Review Planning Form:
 - Suggested site visit dates
 - Unit Defined Questions for Review Committee
 - Review Committee Recommendations
 - Due December 14, 2018

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
- Priority given in order of completed planning forms
- Site visits are spread across academic year

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
- Part B of the Self Study Document

Review Committee Role

- Provide evaluation of overall health of academic unit
- Offer recommendations for strengthening programs and future directions
- Impartial perspective
 - UW reviewers provide institutional context
 - External reviewers provide field-specific expertise

Review Committee Composition

- School/College/Department:
 - 2 UW review committee members
 - Including one as chair
 - 2 external review committee members
- Individual Degree Program:
 - 2 UW review committee members
 - 1 external review committee member
- UW review committee members must have graduate faculty status
- External members should be regarded as experts in their field

Review Committee Selection

- Program Review Planning Form requires:
 - Ranked list of potential reviewers
 - 8 UW reviewer suggestions
 - Indicate potential committee chairs
 - 8 external reviewer suggestions
 - Consider colleagues regarded as experts in their field
 - Strive for diversity – Consider colleagues of diverse backgrounds and demographics
 - Confirm that 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

Program Review Planning

OAAP Responsibilities

- Academic year before review
 - Confirm site visit dates
 - Establish review committee
 - Schedule and hold charge meeting
 - Once the committee is established, before summer
 - Serve as liaison between committee and unit
 - Develop and maintain review website
 - Cover all program review related expenses

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

The Charge Meeting

- Identify scope of review including unit defined questions
- Finalize Charge Letter
 - To the unit to write the self-study
 - To the review committee to conduct the review
- Includes participation from key stakeholders
 - Review committee
 - Unit leadership
 - School/College/Campus leadership
 - Graduate School
 - Undergraduate Academic Affairs (when applicable)
 - Graduate School Council representatives

The Self-Study

- Contents:
 - A: Required background information for review committee
 - Standard questions across institution
 - B: Context for committee as they address unit-defined questions
 - C: Required appendices

- Requirements
 - Limit of 25 pages
 - One digital copy (pdf) including all appendices
 - Deadline established at charge meeting
 - Generally, at least six weeks before site visit
 - Specific due date will be indicated on Charge Letter

The Site Visit

Unit Responsibilities

- Develop agenda and schedule participants
- Respond to Review Committee requests
- Secure and manage conference room(s)
- Designate an “on call” staff member for visit

The Site Visit

Agenda Includes

- Review Committee meetings with:
 - Faculty
 - Students
 - Staff
 - Committees, Advisory Boards, Other Stakeholders
 - Exit Discussion
 - Includes unit and institutional leadership

Final Actions

1. Review Committee Report
2. Academic Unit's Response
3. Graduate School Council consideration
4. Graduate School Dean's recommendations to Dean / Chancellor / Vice Chancellor

Timelines by Site Visit Term

	Site Visit	Review Committee Report (4 Weeks)	Academic Unit Response (4 Weeks)	Graduate School Council Final Letter
Autumn Site Visit	Autumn	Winter	Winter	Winter or Spring
Winter Site Visit	Winter	Spring	Spring	Autumn (next year)
Spring Site Visit	Spring	Spring	Spring or Autumn (next year)	Autumn (next year)

Program Review Documents

- Program review planning form
- 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*

Submit by end of Autumn Quarter:

Program Review Planning Form

1. Suggested site visit dates
2. Unit-defined questions for review
3. Proposed review committee members
 - 8 UW faculty
 - 8 external faculty

Questions? Contact Us!

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