Planning for Academic Program Review Site Visits

2018-2019

UNDERGRADUATE ACADEMIC AFFAIRS
UNIVERSITY *of* WASHINGTON

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

Introduction

o Purpose of this meeting:

- Assist you in preparing for your site visit

o Outline for today:

- Planning your site visit

- Identifying roles and responsibilities

- Reviewing key steps in the process

Purpose of Program Reviews

o Primary Focus: Evaluating academic programs

o Emphasis: Planning for the future

o Includes all undergraduate and graduate programs

o Compliance with University mandate and institutional accreditation

The Program Review Process

- ✓ Notification and initiation of review

- ✓ Schedule site visit

- ✓ Appoint review committee

- ✓ Charge meeting

- o Self-Study and site visit agenda

- o <u>Site visit</u>

- o Review committee report

- o Academic unit's response

- o Graduate School Council review

- o Graduate School Dean's letter to Dean / Chancellor / Vice Chancellor

The Self-Study

o **Contents:**

- Cover Sheet with key stakeholders and department/school/program information
  - Standard items across institution
- A: Required background information for review committee
  - Standard questions across institution
- B: Context for committee as they address unit-defined questions
- C: Required appendices

o **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 is indicated on Charge Letter

Graduate School Responsibilities

o Office of Academic Affairs and Planning:

- Serves as a liaison between committee and unit

- Pays all review-related expenses

- Orders coffee service for site visit

- Orders review committee lunches

- Arranges review committee dinners

- Manages the program review website

Academic Unit Responsibilities

o Develop agenda and schedule participants

o Invite students

o Secure conference room(s), include on draft agenda

o Respond to Review Committee requests

o Designate a staff liaison "on call" during site visit

o Prepare and clean-up site visit venue(s)

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 finalizes schedules for participants and conference rooms

4. Site visit agenda is finalized at least two weeks before site visit

Agenda Planning Resources
(grad.uw.edu/for-faculty-and-staff/program-review/site-visit-planning-resources/)

o Agenda template

o Best practices for creating a site visit agenda

o Sample Agendas:

- School/College Site Visit

- Department Site Visit

- Individual Program Short Site Visit

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

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

o Review committee charge letter (from last spring)

o Site visit agenda

o Self-study*

o Review committee report*

o Unit's response to report*

o Letter to Dean / Chancellor / Vice Chancellor*

Published on password protected UW Accreditation website upon completion of the review

Please Note:

Self Study Guidelines were updated in October, 2018.

Content requirements remain largely the same, and we hope our minor updates better communicate expectations for the document and streamline your work.

Please let us know if you have any questions.

If you need help...

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