

Program Review Schedule – Academic Departments and Selected Programs

*Interdisciplinary Minors (Indented)**

2011-12	Anthropology, Health and Exercise Science, Romance Languages <i>Linguistics</i>
2012-13	English, Physics <i>Medieval Studies</i>
2013-14	Classical Languages, German and Russian <i>Cultural Resource Preservation, Humanities, Environmental Science, Environmental Studies</i>
2014-15	History <i>Russian and East European Studies</i>
2015-16	Mathematics & Statistics, Chemistry
2016-17	Music, Psychology <i>Journalism, Entrepreneurship & Social Enterprise, African Studies</i>
2017-18	Communication, Sociology, Documentary Film, Women's and Gender Studies <i>American Ethnic Studies, Film and Media Studies, East Asian Studies, Health Policy and Administration, International Development and Policy, Urban Studies</i> Fifth-Year Interim Review: Bio-Ethics, Interpreting and Translation Studies
2018-19	East Asian Languages and Cultures, Computer Science, Economics <i>International Studies, Global Trade & Commerce Studies</i> Fifth-Year Interim Review: Sustainability, Health and Exercise Science, Anthropology
2019-20	Philosophy, Art, International Studies <i>Neuroscience, Latin-American and Latino Studies, African Studies</i> Fifth-Year Interim Review: Romance Languages
2020-21	Biology, Political Science, Interdisciplinary Honors
2021-22	Master of Arts in Liberal Studies (MALS), Religion, Theatre, Bio-Ethics

Note: Fifth-Year Interim Review conducted by Dean(s) occurs in June five years after full review.

**Interdisciplinary minors in general are listed under departments containing current faculty member coordinating the minor. These minors can be reviewed as a part of the "Departmental Review" or separately by an internal ad hoc committee as determined and appointed by the Dean of the College.*

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PROCEDURE FOR PROGRAM REVIEW

1. The Dean of the College, and the Dean of the Graduate School for departments with a graduate program, shall establish an internal review committee which includes members of the “sponsoring group(s).”

- For departments with undergraduate programs only, the sponsoring group shall be the Academic Planning Committee.
- For departments with both undergraduate and graduate programs, the sponsoring groups shall be the Academic Planning Committee and the Graduate Council.
- The member(s) from the sponsoring group(s) should not be faculty members in the department under review.
- Each review committee shall also contain two other faculty members, one of whom serves as chair of the committee, who are from outside the department.

Faculty and student representatives from the department under review shall be designated to serve as liaisons and resource persons to the committee; they shall be non-voting. It is the responsibility of the voting members of the review committee to write the final report and to make substantive recommendations as needed for improvement of the department’s programs.

2. Guidelines for the review are established by the Deans.

These should include:

- Designation of the Chair of the review committee and voting members
- Timetable for completion of the review process
- Review instrument to be used and
- Number and identity of external reviewers for each academic department being reviewed.

The external reviewers should be recognized experts in the discipline to ensure objectivity of the review process and to determine where the program(s) fit within the discipline regionally, nationally and internationally. There should be no “conflict of interest” or close friendship of the external reviewers with the departmental chair and other faculty members directly involved in the review process.

The Chair of the Department will recommend to the Deans in rank order members of the internal review committee and external reviewers respectively.

3. A self-study is initiated by the department using the appropriate document.

4. Upon completion, the self-study document is submitted to the internal review committee for comments prior to being submitted to the external reviewers.

5. The self-study document, which has been approved by the internal review committee for submission, is sent to the Provost, the Dean of the College, the Dean of the Graduate School and to the external reviewers by the chair of the review committee at least three weeks prior to the date of the external reviewers visit.

6. External reviewers visit campus for approximately two days.

- The internal review committee develops the schedule for the visit.
- External reviewers should meet with the review committee, faculty, students, and administrators.
- Additionally, the reviewers should attend at least one undergraduate class and one graduate class (if applicable).

The external reviewers should be asked to answer specific questions or to focus on specific aspects of the programs and not to just duplicate the entire review process. A “Suggested” Itinerary is available to be used in developing the schedule.

7. The external reviewers’ report is submitted to the Provost, with copies to the chair of the review committee and the Deans, within one month of their visit to campus.

8. The self-study and the external reviewers’ report are combined into a final report, together with comments and/or additional recommendations, by the voting members of the review committee.

9. The final report is submitted to the Deans, the sponsoring groups and the department under review.

10. Comments from the department and sponsoring groups are attached to the final report by the review committee. The combined document is submitted to the Deans and the Provost.

11. A Memorandum of Understanding (MOU) containing realistic expectations is developed following discussions between the department and the administration (Provost and Deans). The Memorandum shall include a time-table for implementation of the recommendations of the final report. The signed MOU is then shared with the voting members of the internal review committee.

12. Five years after the signing of the Memorandum of Understanding, the Dean (s) shall conduct a follow-up study that will seek input from the department concerning the implementation of the recommendations of the Memorandum. Additionally, the Departmental Annual Report will ask the Chairs to report on progress made toward the most recent Program Review Memorandum of Understanding.

13. The department being reviewed will pay all expenditures for the cost of the Review and then be reimbursed by the Provost’s Office a total amount not to exceed \$4500. This amount includes \$1000 paid as an honorarium to each external reviewer and their related travel expenditures.

TIMETABLE FOR A PROGRAM REVIEW

DATE	TASK	RESPONSIBLE PERSON OR GROUP
January 1	Set up a “kickoff” meeting of the Department Chairs and the Deans to discuss the review process	Director, Institutional Research
January–October 1	Conduct the self-study in the department	Department and Chair
August 1	Establish and charge the Internal Review Committee	Department Chairs and Deans
August 1	Identify the external reviewers	Department Chair, Committee and Deans
August 15	Set up a meeting of the Internal Review Committee chairs and the Deans to discuss the review process	Director, Institutional Research
October 1	Submit the self-study document to Internal Review Committee	Department Chair
November 1	Review the self-study document begins	Internal Review Committee
December 1	Submit the self-study to the Provost, Deans and external reviewers	Internal Review Committee
January 1	Make logistical and travel arrangements for visit on campus by external reviewers	Department Chair with consensus of Internal Review Committee
January 15	Set up interim meeting with Chairs of Internal Review Committees and Department Chairs if needed	Director, Institutional Research
February	External reviewers visit campus for two days	Internal Review Committee and Department Chair
March	Submit the external reviewers’ report to Chair of Internal Review Committee, Deans and Provost	External reviewers
March 15	Use Activity Code U01110 on expenditures of visit. Notify Director of Institutional Research when expenses are finalized and reimbursement to department will be coordinated up to \$4500 (including \$1000 paid as honorarium to each external reviewer)	Department Chair
April 1	Submit the final report to the Deans and the Department Chair	Internal Review Committee
May 1	Submit the final report (with comments from the Department) to the Deans and the Provost	Internal Review Committee
May 31	Develop the Memorandum of Understanding	Department Chair, Deans and Provost
June 1 (five years out)	Conduct the follow-up study	Deans and Department Chair
July 1 (five years out)	Submit the follow-up study to Provost	Deans

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SELF-STUDY DOCUMENT

The word "department" is used throughout this document. It is realized that interdisciplinary programs will also be included in the evaluation process. Such programs should change the word "department" to "program" appropriately.

I. Describe the academic program(s) in your department. Answer the following sets of questions (A-E) for each program in your department (undergraduate, graduate, interdisciplinary, etc.). Use a separate section I for each **program** you address. Address only those questions that apply to the **specific program**.

A. Overview. Please provide a brief history of the program.

1. What would you describe as the primary mission of your program?
2. What is the role of this program within the mission and strategic plan of the university?
3. To what extent do the plans of your program further the strategic plan of the university?
4. What are the short-term and long-term goals of your program in regard to teaching, research and public service?
5. Would you say your program has generally been successful in reaching these goals?
6. If not, what changes would you make in general to reach these goals?
7. What are the goals set for the established learning outcomes of your students?
8. What assessment activities have taken place related to the goals set for the established learning outcomes of your students?
9. What are the outcomes from these assessment activities?

B. Content and Structure.

1. Describe the curriculum for your program, noting, in particular, any innovative or unique features. Include representative syllabi in *Appendix A*.
2. Describe the course requirements for the program. (Use Bulletin as source)
3. Are certain aspects of your discipline emphasized and others not?
4. Describe any interdisciplinary aspects of the program. Describe any coordination between your department and other departments in this area.
5. Describe any opportunities for international experiences or public service.
6. Describe any requirements for research activity or public service.
7. Describe the requirements for graduating with honors.
8. Do you see any need to make changes in your curriculum or requirements?

C. Recruitment.

For *undergraduate programs*, describe any requirements for students prior to entering your program. (Source: Use Bulletin). Do you feel that changes need to be made in the requirements for declaring a major or minor?

For *graduate programs*, describe your recruitment and application process.

1. Describe your recruitment strategy for students in general and minority students in particular.
2. Describe your budget for recruitment.
3. Provide a table listing the following information on an annual basis since the last review. (All of this information should be available from the office of the Graduate School.)

- 3.1. the number of inquiries you receive,
- 3.2. the number of applicants,
- 3.3. the number of applicants offered admission and
- 3.4. the number of students who accepted your offer of admission (matriculants).
4. Describe the basis for selection of students into your graduate program.
5. Describe the average ability level of your applicants and enrolled students using grade point averages and national-level examination (GRE) scores.
6. Do you feel that changes need to be made in the recruitment and application process?

D. Enrolled Students. (Request Institutional Research to supply information for first two bullets)

1. Indicate the average number of earned majors, minors and honors students since the last review. (Source: Institutional Research Fact Books)
2. Indicate the average number of minority, female and foreign students earning a degree since the last review. (Source: Institutional Research)
3. Do you feel that changes need to be made in the number or type of students enrolled in your program?
4. Describe any efforts made to assist students after completion of the program (job placement or further academic pursuits for example.) If you already provide such assistance, do you feel that changes need to be made? If you do not offer assistance, should you?

E. Program Quality. Indicate the quality of the program offered by your department. Many different types of information could be used to indicate the quality of the program; a list of several such indicators is given below. Select whichever indicators are available. (Institutional Research can provide by major respective graduation rates and senior/alumni survey results. Office of Personal & Career Development can help provide information on “post graduate programs or jobs.”)

1. Evidence regarding the demand for entrance into your program.
2. The percent of your enrolled students who graduate. Include a list of reasons why your students may fail to complete the program.
3. Evidence regarding the attitudes of your students or your alumni to your program.
4. The performance of your students on national and regional-level examinations or competitions.
5. The success of your students in post graduate programs or jobs.
6. Evidence regarding the national or international reputation of your program.

II. Describe the interconnectedness between your different programs (if relevant).

1. Demonstrate that the department maintains a substantial difference between programs, especially between undergraduate and graduate instruction. Where instruction is combined, demonstrate that appropriate attention is given to both groups.
2. Describe the degree of joint activity such as courses, research projects, etc.
3. Describe the positive and/or negative impact of the programs on each other.
4. Do you feel changes need to be made in the relationship between the two programs?

III. Faculty.

A. List. Provide a listing of all faculty members on your staff the last five years, indicating who is currently on your staff and who has left. Enclose a brief vita for each current faculty person in *Appendix B*.

B. Characteristics.

1. Indicate the number of faculty who are full-time, part-time, or temporary.
2. Indicate the number of female, minority, or international faculty.
3. Describe your efforts to enhance the diversity of your faculty.
4. Describe the match of the faculty areas of expertise to your department's function and goals.
5. Indicate the number of graduate faculty.
6. Do you feel that changes need to be made in your faculty coverage of the discipline or recruitment efforts?

C. Quality. Indicate the quality of your faculty. Many different types of information could be used to indicate the quality of your faculty. A list of such indicators is given below. Select whichever indicators are informative and available. (Source: Digital Measures – Institutional Research)

1. Indicate the number of faculty holding the Ph.D. or appropriate terminal degree.
2. Summarize the number of presentations, publications, awards and grants and the degree of professional involvement of your faculty.
3. Provide evidence of quality of teaching such as teaching awards or ratings by students.
4. Provide evidence of the national or international reputation of your faculty.

D. Work load. Summarize the faculty work load, including both undergraduate and graduate effort. (Source: Digital Measures and Teaching Load – Institutional Research)

1. Describe the average teaching load.
2. Indicate the average advising load.
3. Explain the faculty to student ratio.
4. Describe how faculty members create research opportunities for students.
5. Indicate if there is a reduction in load for faculty involved in the supervision of graduate students or other activities.
6. Do you feel that changes need to be made in the faculty teaching and advising load?

IV. Departmental Resources.

A. Library.

1. Describe the adequacy of the library holdings and computer access for faculty research, student work.
2. Do you feel that changes need to be made in your library resources?

B. Support personnel.

1. Describe the support personnel available for administrative work, research and teaching.
2. Do you feel that changes need to be made in your personnel support?

C. Physical facilities.

1. Describe the teaching, office and research space for faculty, support personnel, and students.
2. Describe your equipment needs for teaching, administrative and research work.
3. Do you feel that changes need to be made in your physical facilities?

D. Support for faculty scholarship.

1. Describe the funds available for travel, research or additional training.
2. Do you feel that changes need to be made in the support for faculty scholarship?

E. Comment on the adequacy of your departmental budget.

V. Appendices.

Appendix A. Syllabi of representative courses taught in the last two years.

Appendix B. Brief vita for each current faculty member.

“Suggested” Itinerary for Visit by External Reviewers

First Day:

Afternoon/Evening – Arrive and check-in at Graylyn

Second Day:

7:30 – 8:30 Breakfast with Provost

8:30 – 9:30 Meet with Chair of Internal Review Committee and Chair of Department followed by tour of department facilities

9:30 – 10:30 Meet with Dean of College and Dean of Graduate School (if applicable)

10:30 – 11:30 Meet with Internal Review Committee

11:30 – 12:30 Meet with undergraduate students

12:30 – 1:30 Lunch with faculty

1:30 – 3:30 Attend classes (including graduate if applicable)

3:30 – 4:30 Meet with graduate students (if applicable)

6:00 Social hour with department and possibly other administrators

7:00 Dinner and related activities

Third Day:

8:00 – 9:00 Breakfast

9:00 – 10:00 Meet with Departmental Staff

10:00 – Noon Meet with individual faculty

Noon – 1:00 Lunch

1:00 – 3:00 Prepare draft of report

3:00 – 4:00 Meet with Chair of Internal Review Committee and Chair of Department

4:00 – 5:00 Meet with Provost and Dean (s)

5:00 Return home

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Program Review Fifth-Year Follow-up
By Dean of the College and Dean of the Graduate School for
Chair of Department or Director of Program

1. Update “Self-Study” on any relevant items since last Program Review
2. Indicate any significant changes in mission and/or nature of department/program since last review
3. Summarize key items for planned changes as indicated from most recent Program Review’s Memorandum of Understanding (MOU)
4. Summarize from Annual Reports progress that has been made for implementing key items in the MOU
5. Summarize lack of progress that has been made for implementing key items in the MOU
6. Provide the current timeline for completing implementation of the remaining key items
7. Indicate any obstacles for completing implementation of those key items
8. Indicate to what extent the department/program has been improved by the outcomes from the last Program Review