Graduate Program Review Guidelines

"The Graduate Council proposes to resume its rightful role in the graduate program review process, and requests all program review documents be submitted to the Council for final review and comment. The appropriate subcommittee will evaluate the material and prepare a summary report for discussion and approval by the Council. Upon Council approval, the summary report will be forwarded to the Graduate School Dean and Provost." Senate approved 3/13/03

Whereas: The Graduate Council's inclusion in the review procedures needs to be explicitly defined. The Graduate Council proposes that for reviews of programs and departments with a graduate component: (amended and approved by Graduate Council 4/6/05)

1. A copy of the basic data, faculty assessment data and self-study compiled by the program under review will be made available to Graduate Council and the Dean of the Graduate School by the Provost's Office upon completion.
2. A representative from the Graduate School will meet with the external reviewer when the reviewer conducts the on-site review.
3. The Provost will make available to the Graduate Council and the Dean of the Graduate School a copy of the report submitted by the program's external reviewer by the beginning of spring semester. Graduate Council will decide the review timeline for reports submitted late considering OCHE's approval process.
4. The program or department will provide the Graduate Council with the most recent syllabi for UG and Co-convening courses, a brief statement of how and where the syllabi require graduate –level study, and an assessment by the faculty and students regarding the effectiveness of the class.
5. At the beginning of the spring semester, the appropriate subcommittee of the Graduate Council will evaluate the review material. The subcommittee will prepare a SWOT analysis (i.e., strengths, weaknesses, opportunities, ant threats) of its evaluation and present it to the Graduate Council for review and possible amendment. Upon approval, the final report will be forwarded to the Provost for inclusion with material returned to the Dean responsible for the program under review.
6. A representative from the Graduate School will be included in the program review follow-up procedures carried out by the Provost.
7. A representative from the Graduate School will report back to the Graduate Council on the outcome of the review process and follow-up procedures as they pertain to the graduate component of the program review.

Guidelines (approved 12/6/06)

I. Graduate Curriculum and Teaching

1. Enrollments in program and courses
2. Assessment of program and courses (entrance requirements, graduation requirements, quality of program)
3. Rationale for program including/excluding courses (especially any UG or Co-Convening courses) – comparison of program to other University programs of similar nature.
4. Student Support and Feedback (mentoring, advising, program culture, funding, etc)

II Academic Record of Faculty

1. Teaching (Number of classes/courses/term/year, Number of student advisees)
2. Scholarly contributions (publications, creative works, grant generation, etc.)
3. Service (to department, college, university and profession)

III Facilities

1. Office
2. Lab/classrooms/studios
3. Library
4. Information technology
5. Special needs

IV Management

1. Decision making and distribution of departmental resources
2. Selection and support of Graduate Director
3. Student participation in program governance
4. Student recruitment

V Student Evaluation

1. Review of overall student performance and progress
2. Student experiences appropriate to their professional goals
3. Timely communication of student deficiencies and an opportunity to remediate
4. Mechanisms to promote retention and completion

VI New Directions and Recommendations

1. Trends in the field (How are the faculty/department keeping up with the trends in field? Are courses being revised, re-written?)
2. Recommendation

VII Other