GRADUATE PROGRAM REVIEW ORIENTATION
REVIEW CYCLE

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PURPOSE OF PROGRAM REVIEW

It is the responsibility of the Graduate Council to "conduct regular reviews of graduate programs for their quality and appropriateness." (Davis Divisional Bylaw 80)

It provides an opportunity for graduate programs to:

- Assess past performance, identify problems or potential issues, determine goals for the future, and set priorities to meet those goals

- Receive outside critique and recommendations

- Raise issues with department chairs/lead deans/graduate studies that are important to the vitality of the program

- Highlight program accomplishments

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EVALUATION CRITERIA

- Quality and regular delivery of the curriculum

- Quality and diversity of the students

- Record of student achievement (e.g. awards, time to degree, placement)

- Whether the facilities, faculty, and student support resources are in place and robust enough to deliver the program successfully

- How other graduate/UG programs on campus are positively impacted by the program

- How the program compares nationally and within the UC

- How the program contributes to the needs of the nation and state

- Future of the discipline

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EVALUATION CRITERIA FOR DESIGNATED EMPHASES

- Quality and regular delivery of the curriculum

- Enrollment and graduation trends of the students

- Whether the facilities, faculty, and student support resources are in place and robust enough to deliver the program successfully

- How other graduate programs on campus are positively impacted by the program

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PROGRAM REVIEW RESPONSIBILITIES

CHAIR AND FACULTY OF THE PROGRAM

- **Primary responsibility for the program review**
- Meet and discuss the self-review process
- Nominate reviewers (internal and external)
- Write the Executive Summary
- Develop, contribute, and submit review material documentation in a timely manner
- Complete the faculty survey, meet with the on-site review team, and meet to discuss and respond to the review recommendations

PROGRAM COORDINATOR

- Assist the chair and faculty with the compilation of review materials
- Submit faculty and student email lists for survey distribution
- Arrange meeting time & space for the on-site review

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REVIEW TEAMS

PHD/MFA PROGRAMS: 3 UCD faculty make up the internal Ad Hoc Committee and 1 non-UCD faculty serves as the external member. One of the 3 internal faculty serves as Chair of the AHC and presents the review reports to PRC and Graduate Council.

MS-ONLY PROGRAMS: 3 UCD faculty make up of the review committee *(there is no external reviewer)*.

DESIGNATED EMPHASES (DE'S) AND GRADUATE ACADEMIC CERTIFICATE PROGRAMS (GAC'S): reviews are conducted by one campus faculty member appointed by the Program Review Committee *(no nominations are required)*. DE and GAC reviews will only hold on-site meetings if deemed necessary.

REVIEW TEAM NOMINATIONS: review team members are selected by the Program Review Committee, but the nominations come from the graduate program, the graduate dean, and the Graduate Council. **Due March.**

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REVIEW TEAMS

Qualifications:

•Cannot be members of graduate program being reviewed, should not have been involved in teaching for the program.

•Will not have collaborated with members of the program in the last 5 years. It is the program's responsibility to note if there has been collaborative research and to indicate why this does not constitute an important conflict of interest.

•Unassailable credentials who have experience in graduate education in the appropriate discipline AND someone whose comments will be compelling to the program faculty.

•**Programs do not need to contact the nominees for willingness to serve or availability: just provide 10 internal faculty and 5 external faculty nominations! The list of names should be in rank order and should include the nominee's campus department or campus mail address, phone number, e-mail address and a brief statement detailing the important or unique qualifications of each nominee regarding their potential service as a reviewer of the graduate program.**

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SELF-REVIEW DOCUMENTS

Consists of two parts: the Executive Summary & the Data Section

The document provides a rare, valuable opportunity for the faculty to have a conversation about the strengths, weaknesses and challenges of the graduate education they are delivering. Based on past experience, the best results are obtained if the chair prepares the document in collaboration with the faculty.

Great care should be taken in preparing the self-review as:

- The review team will use it as the foundation for its interview with faculty, students, and administrators and the foundation for their assessment and recommendations; and

- It will become part of the official record that will be included in subsequent reviews.

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SELF-REVIEW DOCUMENTS, CONT.

Consists of two parts: the Executive Summary & the Data Section

Graduate programs at UC Davis vary considerably; the features of the program that might not be clear to colleagues outside of the program should be explained. For example, explain the role of the master's degree in a doctoral program or the relationship between the graduate program and divisions within the home department.

For departmentally-based graduate programs, the focus must be only on aspects related to the graduate program. For instance, undergraduate department matters should only be included if they have a substantial impact on the graduate program.

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EXECUTIVE SUMMARY

This is the responsibility of the Chair and faculty (and not the staff).
See page 20 of the guidelines

No more than a twenty page, single-spaced document that <u>summarizes</u> the program's strengths, weaknesses, and challenges.

The writing should be concise and address all topics. *Do not simply refer readers to related, more detailed sections in the Data section.*

Sections include: mission statement, history of the program, standing in the field, strategic plan, research accomplishments, quality of the faculty, quality of the students (based on OGS-provided data), curriculum, diversity, alumni, and improvements since last review (for programs that have been reviewed previously).

Past review documents will be made available to the reviewers.

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DATA SECTION

See page 25 of the guidelines

- Documents from the previous review: The analyst will post to the Box folder a single pdf of all the documents required. For programs who have not been previously reviewed, the analyst will post the approved program proposal.

- **Other sections include:** administrative profile (details about the degree), faculty membership lists, approved bylaws and degree requirements, data reports (provided by OGS), alumni information, mentoring guidelines, courses taught, handbook, guidance procedures, TA training, GSR compensation plan, recruitment materials, faculty CVs (abbreviated, 1-2 pgs), and MOUs.

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DATA REPORTS

See page 27 of the guidelines. All data provided by the Office of Graduate Studies (OGS) is drawn directly from the Banner Student Information System and the Personnel Payroll System.

5.3.1 Current Graduate Students (provided by OGS)

5.3.2 Summary Data (provided by OGS)

5.3.3 Application and Admission Data (provided by OGS)

5.3.4 Enrollment Data (provided by OGS)

5.3.5 Graduation Data (provided by OGS)

5.3.6 Student Financial Support (provided by OGS)

5.3.7 Placement of Alumni (as available, provided by the program)

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SELF REVIEW DOCUMENT FOR DESIGNATED EMPHASES

The DE self-review documentation should be 2-4 pages in length (with a greater length allowed for larger DEs), should be submitted via smart-site as a single PDF, and should include the following information:

General Information on the DE

- Name of DE and its original approval date

- Contact information for the chair and staff for the DE

- The website for the DE

- The goal of the DE

- A list of the affiliated graduate programs with the affiliated faculty from those programs noted

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SELF REVIEW DOCUMENT FOR DESIGNATED EMPHASES (CONT.)

Quality of the Program

- How has the training in the DE assisted students in formulating and/or conducting their research?
- What is the need for graduates from this DE on a statewide and national basis?
- If the end-product of students' research is a publication, are students publishing in well-respected journals in the discipline?
- Do you have any information from alumni regarding the quality and usefulness of the DE?
- Are alumni in the program actively engaged in the work associated with their training in the DE?
- In those fields where extramural support is available through training grants, are these available to support students in the DE? If yes, give details.
- Does the DE have the faculty expertise necessary to provide adequate training in the DE?

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SELF REVIEW DOCUMENT FOR DESIGNATED EMPHASES

Summary

- Summarize the overall strengths of the DE and how you plan to maintain them.

- Summarize the overall weaknesses of the DE and how you plan to correct them.

Appendices

- Insert the Graduate Studies-provided data report as Appendix A

- Insert the Graduate Council-approved degree requirements for the DE as Appendix B

- Insert the Graduate Council-approved bylaws for the DE as Appendix C

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THE ON-SITE REVIEW

- **Date: 2 consecutive days, targeted for fall quarter.** The Program Review Committee Analyst gathers the availability of the external reviewer, the program, and the 3 members of the ad hoc review team. Please understand the difficulty of scheduling, and be as flexible and accommodating, as possible.

- **Itinerary: the Graduate Program Coordinator** will be provided with a sample itinerary, and is responsible for creating the itinerary, scheduling rooms, notifying faculty & students of meetings, and collecting sign-ups for meetings (advice from the Program Review Committee Analyst, as needed).

- **Meetings**: the reviewers (internal & external) will meet with the faculty and students (2 meetings for each group), the chair, the staff, and the advisers. Additional meetings may be arranged, as needed.

  - The Chair will have separate meetings with the reviewers but should also participate in the faculty and/or adviser meetings. (different hats)
  - The external reviewer and the ad hoc committee chair will also meet separately with the Lead Dean.

- **Questions from the reviewers** are based upon the review criteria provided by the Graduate Council, the self-review documents and the information gleaned from the confidential questionnaires.

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PROGRAM BOX FOLDER

See page 32 of the guidelines

1. Information folder.

a) program review guidelines

b) the documents from the previous program review for inclusion in the Executive Summary, and

c) the data reports provided by Graduate Studies.
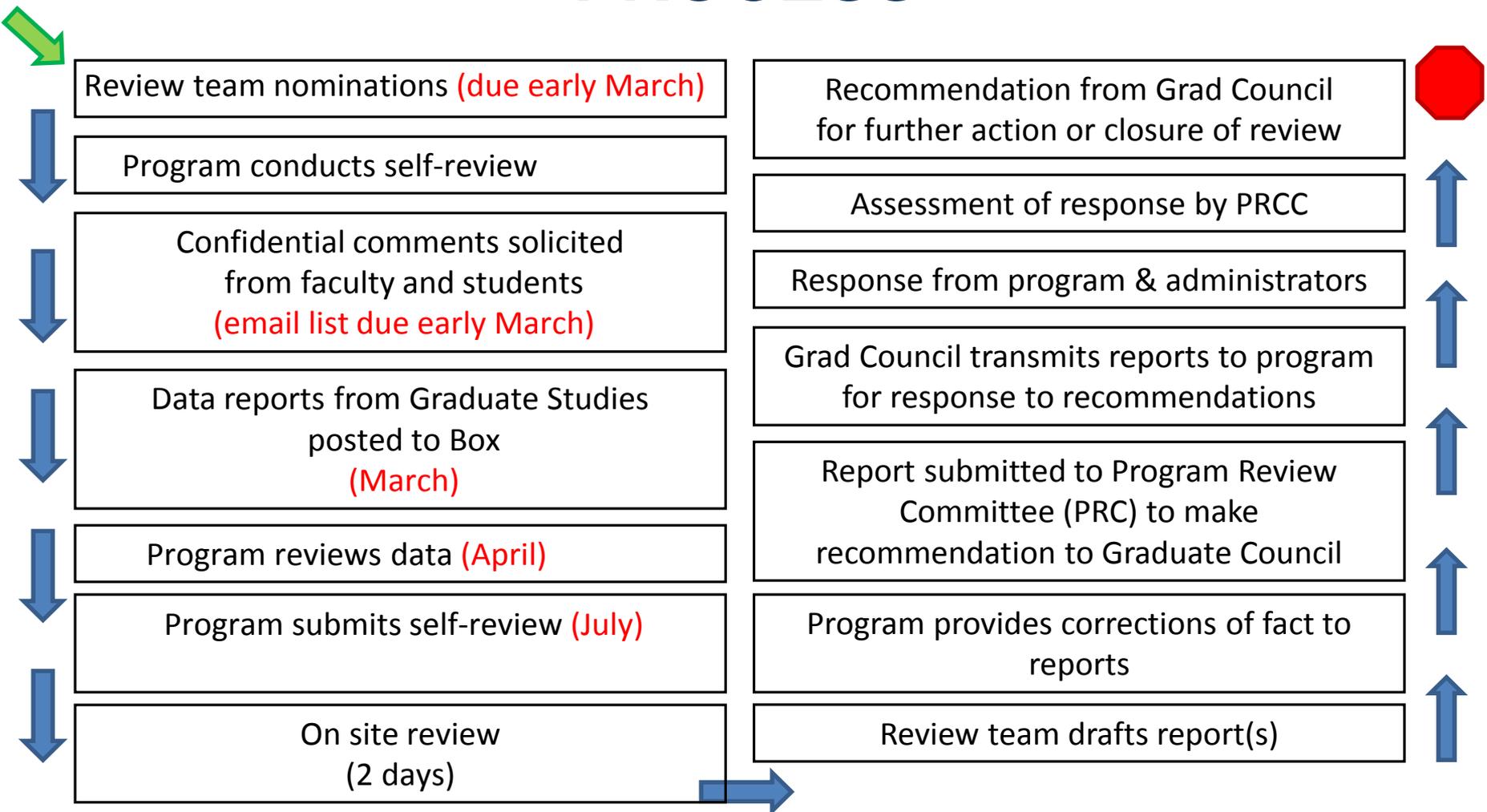
2. *Program working files folder*

[PLEASE NOTE: Optional folder for Program use – documents and folder will be deleted once final self-review documents have been submitted.]

Programs may use this folder to share information within the program towards completion of the self-review documents. Sub-folders and documents can be created by the program, as desired.

3. Final Self-Review Documents folder.

The program will upload **two separate PDF documents** to this folder: the Executive Summary and the Data Section (both with TOCs). It is the program's responsibility to upload these documents by the deadline.

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PROCESS

Review team nominations (due early March)

Program conducts self-review

Confidential comments solicited from faculty and students
(email list due early March)

Data reports from Graduate Studies posted to Box
(March)

Program reviews data (April)

Program submits self-review (July)

On site review
(2 days)

Recommendation from Grad Council for further action or closure of review

Assessment of response by PRCC

Response from program & administrators

Grad Council transmits reports to program for response to recommendations

Report submitted to Program Review Committee (PRC) to make recommendation to Graduate Council

Program provides corrections of fact to reports

Review team drafts report(s)

IMPORTANT DATES

March	Review team nominations due
March	Faculty & student name/email list due for confidential questionnaire
March	Data reports posted to Box
April	Data report inquiries due back to Graduate Studies
April	Questionnaires initiated
July	Self-review documents due
Fall	On-site reviews

Degree requirements and bylaws: *if these documents need to be updated, this can be done after the Graduate Council transmittal letter has been distributed.*

Contact: Program Review Committee Analyst

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