

## EXECUTIVE SUMMARY

This guideline should be used by the Chair and faculty of the program in writing and reviewing the Executive Summary of the self-review document, to ensure that all required information has been provided.

### 1. Mission Statement

- Review current Mission Statement and see if it needs updating.

### 2. History of Program

- Date program was approved and admissions opened
- Name changes/mergers
- Degree(s) offered
- Bylaws: date last approved, (see if it needs updating) & indicate where it is posted on the program webpage)
- Degree Requirements: date approved, (see if any changes/updates are needed) & indicate where it's posted on the program's webpage)
- Mentoring Guidelines: provide either program-specific guidelines or general guidelines found on the Graduate Council's webpage (post on program webpage)
- Dates of last review and when closed

### 3. Standing in the Field

- Comparison with other comparable programs nationally and within UC System – include national rankings and sources if available

### 4. Strategic Plan

- Consult with faculty members and get approval. Examples of topics might include:
  - Curriculum changes and development
  - Changes in student populations
  - Plans to shift program emphases
  - Strategies for developing new strengths/addressing weaknesses
  - Plans to merge or subdivide to achieve programmatic focus

### 5. Research

- Summary of research (or specialties) within the program. A brief summary of existing faculty research collaborations with others outside the program

### 6. Faculty

- Total number of faculty in program for last three years by college/school & department within each college/school. Include info on markers of quality such as research support, awards, prizes, election to fellows of a professional society

**7. Students (The data will be provided by Graduate Studies for comment)**

- Summarize salient points and briefly comment on the data

**8. Courses and Curriculum – Summarize for last 5 years**

- Core courses: for each course provide course title
- Frequency of offering and a sentence or two about the course
- Electives: provide a list of electives
- Briefly describe changes to curriculum since last review – if no changes state so

**9. Diversity**

- Evidence of strategy for recruiting a diverse pool of applicants.
- Demonstration that faculty are committed to academic success of all students and are sensitive to the special challenges faced by underrepresented and first generation graduate students.
- Evidence of a culture of commitment to supporting a diverse graduate student population.
- Quantitative documentation of success in achieving diversity in applications, admissions, enrollment, and completion.

**10. Alumni**

- Summarize information on placement record of your alumni for the past 10 years, including professional positions

**11. Status Report**

- Briefly provide the status of each of the recommendations from previous PRC report.

Format: each recommendation must reflect the same numbering and wording as in the PRC report. Status of the recommendations as the date of current review – do not reiterate the response the program made to recommendation during previous review. Briefly describe each remedy and evaluate its present effectiveness. If any recommendations were not addressed, explain why. Briefly describe any key developments that have not been addressed in the previous section.

- Programs reviewed for first time: Address how program evolved since proposal was approved – briefly describe other key changes.

## DATA SECTION

### 5.1 – Documents from the Previous Program Review (Provided by Academic Senate)

### 5.2 – Program Administration (Provided by the program)

#### 5.2.1 - Administrative Profile

- Program name
- List of Chairs, terms of service since program was approved
- Graduate Advisor(s) – current academic year
- Committees – current academic year

#### 5.2.2 - Faculty Membership List – Last three years

- Name, Academic Title, Department Affiliation

#### 5.2.3 - Bylaws

### 5.3 - Student Information (Provided by Graduate Studies)

#### 5.3.1 Current Graduate Students

#### 5.3.2 Summary

#### 5.3.3. Application & Admission

#### 5.3.4. Enrollment

#### 5.3.5. Graduation

#### 5.3.6. Financial Data

#### 5.3.7. Alumni Data: name, year graduated, placement

### 5.4 - Admission and Mentoring of Students (Provided by the program)

#### 5.4.1. Mentoring Guidelines

Provide copy of either Graduate Council's guidelines or program's own guidelines. Provide example of announcements that annually notify faculty and students of their program mentoring guidelines and location (URL).

#### 5.4. 2. Degree Requirements

Copy of most recently approved Degree Requirements and copy of approval letter from Grad Council. Check to see if degree requirements need revision, if so, follow Guidelines and note deadlines for submission to Graduate Council while under review.

#### 5.4.3. Courses Taught

Provide List of program's core and elective classes, when taught, and by whom for past five years.

#### 5.4.4. Graduate Student Handbook

#### 5.4.5. Guidance Procedures

Guidance procedures for new and continuing students (selection of major professors and advisors). Guidelines for recommendations

regarding appointment of exam and dissertation/thesis committees are made.

Include samples of checklists used to track student progress.

**5.4.6. Teaching Assistant Training Procedures**

Procedures for hiring and training TAs. Include sample of five written statements of TA duties for courses for which graduate students in the program are hired. If program does not assign TAs, provide statement to that effect on separate page

**5.4.7. GSR Compensation Plan**

Include latest compensation plan

**5.4.8. Recruitment Activities**

Provide copy of current recruitment materials, such as brochures and webpage print-outs. Include sample letters and/or emails to applicant and admitted students

**5.5 - Faculty Information (Provided by the program)**

**5.5.1. Abbreviated CV's**

Two pages at most that span over last five years.

**5.5.2. Memoranda of Understanding**

Any memoranda of understanding that specifically relate to the operation of the grad group/program.