

Planning for Academic Program Review Site Visits

2011-2012

W UNDERGRADUATE ACADEMIC AFFAIRS
UNIVERSITY *of* WASHINGTON

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

Introduction

- Purpose of this meeting:
 - Help academic units under review this year to plan for their site visit
- Outline for today:
 - Planning your site visit
 - Graduate and Professional Student Senate (GPSS) role
 - Review process timeline

Purpose of Program Reviews

- Primary: to evaluate academic excellence
- Emphasis on future-oriented strategic planning rather than retrospective accounting
- Compliance with legislative mandate
- UW institutional accreditation

The Program Review Process

- Notification and initiation of review
- Schedule site visit
- Appoint review committee
- Charge meeting
- Write Self-Study*
- Site visit
- Review committee report* (within 4 weeks)
- Academic unit's response* (within 4 weeks)
- Graduate School Council review
- Graduate School Dean's letter to Dean / Chancellor / Vice Chancellor*

**Published on Provost's website upon completion of the review,
password protected*

The Site Visit

- The Graduate School Office of Academic Affairs and Planning (AAP) pays all review-related expenses and organizes catering and meals
- Academic unit develops and implements the site visit agenda in consultation with the Office of Academic Affairs and Planning and the review committee
- Length of site visit varies by type of unit: 2 days for a department; 1 day for graduate certificate; ½ to 1 day for abbreviated reviews
- All documents available on the program review website (Catalyst site managed by AAP).

The Site Visit (continued)

- Includes meetings of review committee with faculty, students, key staff, and other constituents; as well as time for the review committee to organize for writing the report
- Concludes with an exit discussion between review committee, Chair/Director, administrators (Dean, Associate/Divisional Deans, Undergraduate Academic Affairs, etc.), Graduate School Associate Dean, representatives from the Graduate School Council, FCAS/FCTL, and the Provost's Office.

Sample Site Visit Agenda

- Evening before Site Visit
 - Review committee working dinner
- Day 1
 - Morning: Dean/Associate Dean; Chair/Director; faculty: Full, Associate Professors (in groups or individually)
 - Executive Committee
 - Group meetings with undergraduate students
 - Assistant Professors; Senior Lecturers/Lecturers; unit committees and/or advisory council;
 - Group meetings with graduate students (attended by GPSS representative);
 - Review committee working dinner

Sample Site Visit Agenda (con't)

o Day 2

- Meeting with academic unit staff members
- Additional faculty/student meetings as needed
- Lunch: Review committee executive session
- Review committee planning session for exit discussion and written report
- Exit discussion (divided into two sessions):
 - Graduate School Associate Dean; Chair/Director; administrators (Dean, Associate/Divisional Dean); representatives of GS Council, FCAS/FCTL, Provost's Office
 - Executive session without unit representative(s)
- Debriefing for review committee members (1/2 hour)

Site Visit Agenda

1. Unit develops draft site visit agenda and submits with self-study for consideration by review committee (Sept. 1, Nov. 1, Feb. 1)
2. Unit schedules individuals/groups for interviews. Academic Affairs and Planning will assist in scheduling individuals outside of unit;
3. Site visit agenda is finalized at least two weeks before site visit;
4. Review committee may send invitation letters to interviewees (3-4 weeks before site visit). Letters describe purpose and process of review.

Other Unit Responsibilities

- Secure appropriate conference room for entire length of site visit and share info with AAP;
- Provide additional program information to the review committee, as requested;
- Provide GPSS with graduate student contact information (email list);
- Help prepare and clean-up site visit room;
- Designate a staff liaison “on call” during site visit.

Role of Graduate and Professional Student Senate (GPSS) in Review Process

- Prior to site visit:
 - GPSS conducts survey of graduate students in the unit at least one month before the site visit and encourages attendance at site visit student meeting
 - GPSS distributes survey results (1 week before site visit)
- During site visit:
 - GPSS representative may participate in graduate student meeting with review committee
 - Review committee may arrange additional meetings with other groupings of students, as needed
- GPSS may issue report within 4 weeks of site visit; distributed with Review Committee Report to:
 - Review committee, administrators, academic unit, etc.

Example of Review Process Timeline

- Site Visit
 - Autumn Quarter, 2011
- Review Committee Report (4 weeks):
 - Winter Quarter, 2012
- Academic Unit's Response (4 weeks)
 - Winter Quarter, 2012
- Graduate School Council Review
 - Spring Quarter, 2012

Another example of Timeline

- Site Visit
 - Winter Quarter, 2012
- Review Committee Report (4 weeks)
 - Spring Quarter, 2012
- Academic Unit's Response (4 weeks)
 - Spring Quarter, 2012
- Graduate School Council Review
 - Autumn Quarter, 2012 (next academic year)

If you need help...

- Contacts in the Office of Academic Affairs & Planning:
 - James Antony, Associate Vice Provost and Associate Dean
 - Rebecca Aanerud, Associate Vice Provost and Associate Dean
 - Augustine McCaffery, Senior Academic Program Specialist
 - David Canfield-Budde, Academic Program Specialist
 - Jean Rogers, Interdisciplinary Programs Coordinator
 - Robert Corbett, Coordinator of New Programs
 - Emma Flores, Postdoctoral Assistant to the Dean
 - Lenina Arenas-Fuentes, Assistant to the Deans