Orientation for Academic Program Reviews

2020-2021
Introduction

Purpose of this meeting:

- Overview of the review process
- Determining site visit dates
- Selecting the review committee
- Content of the self-study
- Site visit
Purpose of Program Reviews

- Primary Focus: Evaluating academic programs
- Emphasis: Planning for the future
- Includes all undergraduate and graduate programs
- Compliance with University mandate and institutional accreditation
Preparing for Program Reviews

- Communicate early on with the Dean or Chancellor/Vice Chancellor for Academic Affairs
  - What does the unit want to accomplish in the review?
  - What stakeholders should be included?
  - How can the program review support the college/school mission?
Making Program Reviews Productive

- Make process transparent
  - Include all faculty, staff and students in the process and seek their input

- Informed constituents respond more thoroughly during site visits

- Consider timing of accreditation or major changes within unit
The Program Review Process

- Notification and initiation of review
- Schedule site visit
- Appoint review committee
- Charge meeting
- Self-Study and site visit agenda
- Site visit
- Review committee report
- Academic unit’s response
- Graduate School Council review
- Graduate School Dean’s letter to Dean / Chancellor / Vice Chancellor
Program Review Planning
Unit Responsibilities

Autumn Quarter – year before review

• Unit submits Program Review Planning Form:
  • Suggested site visit dates
  • Unit Defined Questions for Review Committee
  • Review Committee Recommendations
  • Due December 13, 2019
Suggested Site Visit Dates

- 2 days for colleges, schools, departments
- 1 -1 ½ days for smaller programs, individual degree programs, or graduate certificates
- Monday/Tuesday or Thursday/Friday
- Priority given in order of completed planning forms
- Site visits are spread across academic year
Unit Defined Questions

- Tailor the review to the needs of the unit
- Identify key issues
- Communicate with dean’s/chancellor’s office
- Will be discussed and finalized at the charge meeting
- Part B of the Self Study Document
Review Committee Role

- Provide evaluation of overall health of academic unit
- Offer recommendations for strengthening programs and future directions
- Impartial perspective
  - UW reviewers provide institutional context
  - External reviewers provide field-specific expertise
Review Committee Composition

- **School/College/Department:**
  - 2 UW review committee members
  - 2 external review committee members

- **Individual Degree Program:**
  - 2 UW review committee members
  - 1 external review committee member
Review Committee Selection

- Planning Form requires:
  - Ranked list of potential reviewers
  - 8 UW reviewer suggestions
    - Indicate potential committee chairs
  - 8 external reviewer suggestions
    - Consider colleagues regarded as experts in their field
  - Strive for diversity
  - Have Dean’s Office/Chancellor’s Office review
Actively Avoid Conflicts of Interest

- Joint, adjunct, or affiliate position in your unit
- Mentor for or mentee of a faculty member in your unit
- Unit alumni
- Potential hire/applicant within the last five years
- Currently on a visiting or advisory committee
- Previously chaired a review committee or served on a visiting committee in your unit
- History of engagement or research collaboration with a member of your unit
- Significant personal or professional relationship with a unit member
Program Review Planning
OAAP Responsibilities

- Academic year before review
  - Confirm site visit dates
  - Establish review committee
  - Schedule and hold charge meeting
    - Once the committee is established, before summer
  - Serve as liaison between committee and unit
    - Develop and maintain review website
  - Cover all program review related expenses
The Program Review Process

✓ Notification and initiation of review
✓ Schedule site visit
✓ Appoint review committee
  o Charge meeting
  o Self-Study and site visit agenda
  o Site visit
  o Review committee report
  o Academic unit’s response
  o Graduate School Council review
  o Graduate School Dean’s letter to Dean / Chancellor / Vice Chancellor
The Charge Meeting

- Identify scope of review including unit defined questions

- Finalize Charge Letter
  - To the unit to write the self-study
  - To the review committee to conduct the review

- Includes participation from key stakeholders
  - Review committee
  - Unit leadership
  - School/College/Campus leadership
  - Graduate School
  - Undergraduate Academic Affairs (when applicable)
  - Graduate School Council representatives
The Self-Study

Contents:

- Cover Sheet with key stakeholders and department/school/program information
- A: Required background information for review committee
- B: Context for committee as they address unit-defined questions
- C: Required appendices

Requirements

- Limit of 25 pages
- One digital copy (pdf) including all appendices
- Deadline established at charge meeting
  - Approximately six weeks before site visit
The Site Visit

Unit Responsibilities

- Develop agenda and schedule participants
- Respond to Review Committee requests
- Secure and manage conference room(s)
- Designate an “on call” staff member for visit
The Site Visit

Agenda Includes

- Review Committee meetings with:
  - Faculty
  - Students
  - Staff
  - Committees, Advisory Boards, Other Stakeholders
  - Exit Discussion
    - Includes unit and institutional leadership
Final Actions

1. Review Committee Report

2. Academic Unit’s Response

3. Graduate School Council consideration

4. Graduate School Dean’s recommendations to Dean / Chancellor / Vice Chancellor
# Timelines by Site Visit Term

<table>
<thead>
<tr>
<th>Site Visit</th>
<th>Review Committee Report (4 Weeks)</th>
<th>Academic Unit Response (4 Weeks)</th>
<th>Graduate School Council Final Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Site Visit</td>
<td>Autumn</td>
<td>Winter</td>
<td>Winter or Spring</td>
</tr>
<tr>
<td>Winter Site Visit</td>
<td>Winter</td>
<td>Spring</td>
<td>Spring (next year)</td>
</tr>
<tr>
<td>Spring Site Visit</td>
<td>Spring</td>
<td>Spring</td>
<td>Spring or Autumn (next year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Autumn (next year)</td>
</tr>
</tbody>
</table>
Program Review Documents

- Program review planning form
- Review committee charge letter
- Site visit agenda
- Self-study*
- Review committee report*
- Unit’s response to report*
- Letter to Dean / Chancellor / Vice Chancellor*

*Published on password protected UW Accreditation website upon completion of the review
Submit by end of Autumn Quarter:

**Program Review Planning Form**

1. Suggested site visit dates
2. Unit-defined questions for review
3. Proposed review committee members
   - 8 UW faculty
   - 8 external faculty

Questions? Contact Us!

Becky Corriell, Director of Academic Program Review & Strategy: bfran3@uw.edu
Layla Tavassoli, Academic Program Review Specialist: ltavas@uw.edu