

ADMINISTRATIVE MEMORANDUM

VPAA 06-06

September 14, 2006

SUBJECT: *Revised Graduate Program Review Policy*

The attached *Guidelines for Review of Existing Graduate Programs* was approved by the Graduate Council on April 3, 2006, recommendation was passed by the Academic Senate (Resolution #26-05/06-EP) on May 9, 2006, has now been approved by President Richmond on September 11, 2006.

These guidelines will take effect immediately.

Distribution: All Faculty and Staff

***HUMBOLDT STATE UNIVERSITY
OFFICE FOR RESEARCH, GRADUATE STUDIES &
INTERNATIONAL PROGRAMS***

***GUIDELINES FOR REVIEW OF EXISTING GRADUATE
PROGRAMS***

The graduate program review is designed to satisfy a Board of Trustee's requirement that all programs are to be reviewed approximately every seven years. Furthermore, in the Fifth-Year Accreditation Report (1990) of HSU prepared by WASC, the team suggests, "The program review process should be modified to assess graduate programs distinct from undergraduate programs (p. 16)." The review of the graduate program will be conducted coincidentally with the departmental self-study. The process for the departmental self-study is described in **POLICY AND PROCEDURES FOR DEPARTMENT SELF-STUDY AND RESOURCE REVIEW (Attachment to #03-03/05-EP; Approved 1-25-05)**. The present document outlines the additional material that should be provided during departmental self-studies of graduate programs. In the case of interdisciplinary graduate programs, the University Curriculum Committee (UCC), in consultation with the Dean of Research, Graduate Studies & International Programs and the Vice Provost for Academic Programs and Undergraduate Studies, will establish the cycles.

The purpose of graduate program review is to promote and improve the quality of graduate education at Humboldt State University. It will be recognized as an important quality assurance mechanism on which University decisions could be based, relative to the funding of the program, for example. At its best, the program review process offers an occasion for academic units to reflect upon, and make adjustments to, their graduate programs, in keeping with changing times and progress in the discipline(s). For this reason, the production of the report should be based on a self-study that assesses past performance and looks forward to the next seven-year period. It shall indicate how the department's goals meet the University's strategic plan and goals.

The faculty of the academic department or equivalent unit should begin to prepare the self-study eighteen months before it is due to the Dean and college curriculum committee. The Office of Academic Affairs will provide the department with data to assist the department in its analysis. These will include: historical enrollment data, historical CSU enrollment data for the major, historical cost data, and current and projected student demographic information. The Office for Research, Graduate Studies & International Programs will provide student assessment of their graduate school experience (including their career plans; participation in publications, presentations, exhibits, performances and internships; financial assistance received) derived from exit surveys of graduating students. A department may request further information as appropriate.

I. SELF-STUDY CONTENTS:

DESCRIPTION OF THE FOLLOWING:

1. The department's graduate program(s).
2. The current faculty profile according to the following categories: tenured (by rank), probationary, temporary (with contract), other full-time temporary, other part-time temporary, FERP.

3. A faculty utilization summary. For graduate programs include list of graduate courses taught and graduate students supervised (in the culminating experience) over the past seven years; and a summary of external and internal research funding over the past seven years, by year, source and amount. [Note: external funding is not necessarily as applicable to some disciplines as to others.]
4. Current faculty curriculum vitae (including the past year's activities.)
5. The curriculum, including courses, units and options, and how they fulfill departmental program's educational and professional standards as appropriate, and service obligations (another major's requirements, etc.)
6. Graduate program regulations including admission standards and explanation of admission policies for each program, course requirements, examinations, evaluation procedures, thesis evaluation procedures, the graduate writing requirement, language requirements (if any), and other requirements.
7. If the graduate program is offered on a part-time basis or to part-time students or through extended education, briefly describe how its delivery differs from the equivalent full-time program.
8. How the graduate program's goals relate to the university's goals as set forth in the mission statement.
9. If the program requires accreditation, what are the requirements to meet this accreditation.

SINCE THE LAST PROGRAM REVIEW

1. What were the graduate program's goals as stated in the last program review? In what ways have they been met or not met?
2. If significant curricular changes have taken place, how have these changes affected the department's graduate programs?
3. Have significant changes occurred in major enrollment and/or FTES generated?
4. Describe what factors contributed to the changes as stated in #'s 2 & 3 (student or employer advice, trends in field, resources, etc.).
5. Describe departmental contributions to teaching, scholarship and creative activities and service to the university, profession and community.

ASSESSMENT

1. Describe the learning outcomes of the graduate programs offered by the department, and how students are being assessed to determine if they have met the outcomes.
2. Discuss how the department assesses graduate student satisfaction with the program. On the basis of exit survey data provided by the Office for Research, Graduate Studies & International Programs and data collected by the program (when available), discuss student assessment of their graduate school experience (including their career plans; participation in publications, presentations, exhibits, performances and internships; financial assistance received). What financial support has been provided by the University (TA, GTA, Scholarships), external scholarships awarded to students, and financial support provided by faculty research grants or contracts? Describe teaching/research assistantships provided to students for course credit and/or volunteer-based, and internship opportunities. Discuss honors and awards received by students; publications, presentations, performances, exhibits by graduate students in the program(s).

3. Discuss how the assessment of learning outcomes and graduate student satisfaction have been used to maintain or improve the quality of the program since the last program review (WASC accreditation requirement.).

THE FUTURE

Describe and justify the graduate program's needs and goals for the next seven years, the reasons for those goals, and how the results will be evaluated.

In discussing its needs and goals the graduate program should address the following where applicable:

A. Faculty recruitment and retention.

B. Support for faculty teaching, scholarship and creative activities, and service to the university, profession and community.

C. Student retention, recruitment and advising.

D. Curricular Needs.

E. Resource needs, such as

1. Library resources.
2. Operating expenses.
3. Computer and communications resources.
4. Media services resources.
5. Physical facilities.
6. Staff support.
7. Other.

Appendices:

Data Portfolio

Library Analysis

Other Pertinent Data (including the results of any external accreditation reviews since the last program review)

II. EXTERNAL REVIEW:

The University will expect an outside consultant to review and comment on the degree program's strengths and weaknesses and to provide recommendations for the future direction(s) of the program.

The Graduate Coordinator, in consultation with faculty, will work with the Vice Provost for Academic Programs and Undergraduate Studies, the College Dean, and the Dean for Research, Graduate Studies and International Programs to select an outside consultant. Any of several methods for selecting an outside consultant may be employed, including using external reviewers approved by professional associations or submitting the names and qualifications of possible consultants for review by the Provost. Whatever the selection method, the final approval of the external reviewer resides with the Provost.

In addition to reviewing the Self-Study, it is expected that the outside consultant will meet with the program faculty, graduate students, the College Dean, the Dean for Research, Graduate Studies & International Programs, and the Provost prior to preparing a written report. The Graduate Coordinator will make the Self-Study available to the appropriate Deans and Provost prior to their meetings with the outside consultant. The office of the Vice Provost for Academic Programs and Undergraduate Studies will be responsible for scheduling these discussions in cooperation with the Graduate Coordinator.

III. COLLEGE-LEVEL REVIEW:

The college curriculum committee(s) charged with carrying out the review receives the departmental self-study, evaluates the report, and submits a report to the college dean in both written and electronic format. In particular, the college-level review should focus on the Introduction and Overview and Curriculum sections of the self-study. The review should include a discussion of how outcomes assessment has been used to enhance curricular quality and improve student learning. The college curriculum committee(s) may comment, as appropriate, on the other sections of the self-study. The college curriculum committee(s) then sends copies of the department self-study and its review(s) to the Graduate Council (as appropriate) and the college dean in both written and electronic format.

IV. COLLEGE DEAN'S REVIEW:

Upon receipt of the report of the college curriculum committee(s), the college dean prepares an initial analysis and commentary, which serve as the basis for the review of resources. The primary objective of this work is to recommend an addition, continuation or diminishment of resources for the department. This recommendation should be supported by evidence provided in the data used by the department for its self-study reflection, as well as by independent analysis of both the departmental and college-level reports. The college dean should include an evaluation of the department's success in identifying learning outcomes and incorporating assessment of these outcomes into its self-study. The dean forwards (in both written and electronic format) this analysis, along with the college committee's report, to the Vice Provost for Academic Programs for review by the Provost's Council, and, if appropriate, to the Graduate Council.

V. GRADUATE COUNCIL REVIEW (for Graduate Programs):

Upon receipt of the Graduate Program Self-Study, the report of the college curriculum committee(s), and the dean's review, the Graduate Council reviews these documents and provides commentary on the standards and resources relevant to any graduate program to the Vice Provost for Academic Programs for review by the Provost's Council.

VI. PROVOST'S COUNCIL RESOURCE REVIEW SUBCOMMITTEE:

Upon receipt of the department self-study, college curriculum committee review, dean's resource review, and the Graduate Council review (if applicable), the Provost's Council establishes a Resource Review Subcommittee consisting of the dean of the college in which the department resides (who serves as chair), the Vice Provost for Academic Programs, and/or Dean for Research and Graduate Studies (as appropriate), and a faculty member from the Provost's Council. The committee may draw upon other individuals from the campus community in the process of conducting the resource review.

The Provost's Council Resource Review Subcommittee reviews the earlier reports and provides a university-wide perspective and commentary on the overall quality of the department, the department's curriculum, enrollment and instructional faculty trends, special University commitments and other institutional concerns. The Provost's Council Resource Review Subcommittee's report should also highlight and discuss any significant resource issues occurring in the following categories:

- Enrollment History
- Past, Current and Future Faculty Use
- Past, Current and Future Staff Use
- Operating Expenses
- Equipment Resources
- Library Resources
- Computer and Communications Resources
- Media Services Resources
- Facilities
- Other Issues

The Provost's Council Resource Review Subcommittee's report concludes with a summary statement evaluating the overall relationship between the quality of the department's offerings and the resources needed to support them. The summary statement will also cite examples of significant departmental changes that have occurred since the last self-study and resource review that have enhanced curricular quality and student learning and highlight areas where improvements are expected. Finally, the report should discuss the need for additional resources in the department in light of department and university goals for the next five years.

VII. PROVOST'S COUNCIL REVIEW:

The Provost's Council receives the report from the Provost's Council Resource Review Subcommittee and provides a recommendation to the Provost and Vice President for Academic Affairs.

VIII. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS:

The Provost and Vice President for Academic Affairs receives the Provost's Council recommendation, amends as appropriate, and notifies the department of the results of the university-wide department evaluation. Departments that have completed the self-study and resource review process will be considered for funding by the Program Review Funding Committee during the next resource review funding cycle.

IX. PROGRAM REVIEW FUNDING COMMITTEE:

A standing subcommittee of the Provost's Council comprised of the Academic Senate Finance Chair, and two faculty appointed by the Academic Senate Appointments Committee (one of whom will also be a member of the Provost's Council), the Dean for Research and Graduate Studies, and the Vice Provost for Academic Programs is formed to review the needs identified during the Provost's Council resource review process and recommend to the Provost's Council the disbursement of one-time funds requested during the program review. Only completed resource reviews recommended for acceptance by the Provost's Council will be considered.

X. RECOMMENDED TIMELINE:

Beginning of Fall, prior to year of review

- The Office of Budget and Institutional Data assembles pertinent data for department under review

- Fall through Spring, prior to year of review

- Department reviews departmental and university goals and discusses progress made toward meeting these goals.

- Department reviews and evaluates the pertinent data that has been provided and initiates discussion about implications of this data as well as plans for the future.

- Department determines if additional data is desirable (e.g. surveys of students, graduates and/or professionals in the field) and initiates surveys as needed.

- Department discusses learning outcomes and assessment measures to be reported on.

- Summer

-The Office of Budget and Institutional Data updates pertinent data for the department under review, providing details for the academic year just completed.

The following dates represent the due date for these actions to occur. Earlier submission is encouraged and will facilitate a smooth program review process for those charged with bringing the process to closure.

- September (1st Wednesday), during year of review

- Librarian-Bibliographer provides department with an evaluation.

- Department reviews and discusses updated data provided by the Office of Budget and Institutional Data.

- Department reviews results of any surveys that were conducted.

- Department prepares Self-Study and Resource Review Report.

October (1st Wednesday)

Department submits its Draft Self-Study and Resource Review to the External Reviewer (as appropriate).

November (1st Wednesday)

Department receives the report of the External Reviewer, and may insert comments on the report into the Self-Study and Resource Review.

- December (1st Wednesday)

Department submits Self-Study and Resource Review report to College Dean and College Curriculum Committee in both written and electronic format.

- February (1st Wednesday)

College Curriculum Committee forwards its commentary on the department Self-Study and Resource Review report to the College Dean, and Graduate Council, as appropriate, with a copy sent to the department.

- April (1st Wednesday)

The College Dean forwards commentary to the Vice Provost for Academic Programs, in both written and electronic format, with copies to the department; college dean forwards commentary to the Graduate Council, as appropriate.

May (1st Wednesday)

Graduate Council forwards its commentary to the Vice Provost for Academic Programs, with copies sent to the department.

Fall, after year of review

- September (1st Wednesday)

The Provost's Council Resource Review Subcommittees are formed to review all department self-study and resource review reports that were completed in the previous academic year.

-November (1st Wednesday)

Provost's Council Resource Review Subcommittees presents department self-study and resource review reports and make a recommendation to the full Provost's Council. Provost's Council discusses department self study and resource review reports and makes a recommendation to the Provost and Vice President for Academic Affairs,. Approved resource reviews are forwarded to the Provost's Council Program Review Funding Committee.

- November (2nd Wednesday)

Provost and Vice President for Academic Affairs notifies department of results of university-wide department evaluation, and provides a copy of the Provost's Council Resource Review Report.

-December (1st Wednesday)

Provost's Council Program Review Funding Committee submits its recommendation to the Provost's Council for review and recommendation.

- December (2nd Wednesday)

Provost and Vice President for Academic Affairs notifies departments of results of allocations being made.

June 1

Department receiving funds resulting from the resource review process forwards a list confirming items purchased to the Provost and Vice President for Academic Affairs.

Approved by the Graduate Council, April 3, 2006