

University of Wisconsin-Eau Claire

PROCESS AND PROCEDURES FOR DEPARTMENT/PROGRAM REVIEW

COMMENCEMENT OF THE REVIEW PROCESS

Before the end of the spring semester prior to the academic year in which a review is to be conducted, the Program Review Coordinator (P.R.C.) will provide to those departments/divisions and/or program(s) undergoing review during a given academic year the self-study format ("Department and Program Review Planning Format") and the appropriate undergraduate and graduate enrollment and graduation data for the last five years. Exceptions to the approved "Schedule of Reviews for the Seven-Year Cycle" will be granted by the Academic Policies Committee or the Graduate Council.

Where applicable, a joint undergraduate departmental review and graduate program review will occur simultaneously. Care must be taken to provide adequate data on both undergraduate and graduate programs when a joint review is undertaken. In those instances where more than one graduate degree program is housed in a department, separate information must be provided on each program.

REVIEW ORIENTATION FOR DEPARTMENTS, COORDINATING COMMITTEES, AND REVIEW COMMITTEE MEMBERS

The P.R.C. will provide in conjunction with the chairs of the University Senate Academic Policies Committee (A.P.C.) and the Graduate Council (G.C.) an orientation session for departments and coordinating committees at the commencement of the review process. This session should be scheduled before the end of the fall semester prior to the academic year in which the reviews will be conducted.

In the year of the review, an orientation session will be provided for Review Committee members involved in the internal review process in early September. The self-study and other review materials will be distributed at this meeting.

Throughout the review process, the P.R.C. will provide the dean of the college in which the review is being conducted a copy of all materials. The dean shall copy and share these materials with the appropriate associate dean(s).

COLLEGE CURRICULUM/ACADEMIC POLICY COMMITTEE PARTICIPATION

By the end of the fall semester prior to the academic year in which the review will be conducted, a college's curriculum/academic policy committee will notify the P.R.C. if the committee chooses to participate in the formal review process.

THE SELF-STUDY PROCESS

The department chair or designee in consultation with the department or the coordinating committee of the multi-disciplinary major program will write the self-study. If the department/program has recently undergone an accreditation visit and that accreditation self-study provides all the information that is requested in the self-study format, the accreditation self-study may be used and adapted. In either case, the self-study is to be a concise narrative which follows the Self-Study Format (below).

By August 1, the department or coordinating committee will submit the Department Self-study to the P.R.C. The P.R.C. will assemble:

1. The most recent report of a Review Committee and the report of the External Consultant which concerns the department or program;
2. The department or program response to those reports;
3. The recommendations made by the A.P.C. and/or the Graduate Council concerning that review to the Provost/Vice Chancellor;
4. The Provost/Vice Chancellor's report to A.P.C. and/or the Graduate Council;
5. Any reports on the progress made in implementing those recommendations.

The P.R.C. will duplicate a sufficient number of copies of the self-study and of the documents listed above and distribute them to the appropriate committees/individuals.

THE SELF-STUDY FORMAT — DEPARTMENT AND PROGRAM REVIEW PLANNING FORMAT

I. Current State of Program(s)*

Describe the current state of the department/program with respect to the areas listed below. In the description include changes that have been made since the last review as well as your response to the recommendations that were made in the last review.

I.1 Program(s)

I.1.a. Program objectives

I.1.b. Need for the program(s)

I.1.c. Student demand for the program(s). Comment on trends in the number of majors and minors, number of graduates, and course availability.

- I.2 Curriculum and instruction
 - I.2.a. Requirements for admission into and completion of the major and minor programs, course sequencing, credits to degree, and graduates' average completed semesters
 - I.2.b. The department's/program's contribution to the General Education Program, service learning, Freshman Experience program, other major and minor programs, outreach, and continuing education
 - I.2.c. Infusion of cultural and gender diversity issues
 - I.2.d. Academic goals for student outcomes, including assessment of progress toward goals and use of assessment information
 - I.2.e. Library holdings and computing resources
- I.3 Students and alumni
 - I.3.a. Recruitment and retention of students, including special student populations
 - I.3.b. Student academic advising, including evaluation of advising
 - I.3.c. Financial aid and other forms of student support
 - I.3.d. Productivity and recognition of alumni
- I.4 Faculty
 - I.4.a. Faculty, including faculty development and other means of promoting quality instruction and scholarly activity
 - I.4.b. Scholarly activity/research, faculty/student research collaboration, and public service, including incentives and other means of encouraging such activity
 - I.4.c. Promotion of cultural and gender diversity

NOTE: Only abbreviated vitae (2 pages per faculty/staff member) should be submitted as part of the self-study and should indicate the highest degree earned along with an abbreviated list or summary of major publications and presentations. As an alternative, vitae may be displayed on the Web with the url provided in the self-study text which directs the reader to the Web site.
- I.5 Support services and administration of the department/program
 - I.5.a. Facilities, support services, and other resources
 - I.5.b. Cost-saving measures employed by the department/program
- II. Describe the strengths of the department/program

- III. Describe the weaknesses of the department/program
- IV. Goals and objectives for the next seven years*
 - IV.1 Describe the overall direction or goals for the department/program for the next seven years. Describe how the goals serve the select mission of UW-Eau Claire and that of the department/program.
 - IV.2 For areas I.1 to I.5, and with particular attention to areas of weakness, describe specific objectives to be attained during the next seven years to help the department/program reach its goal(s). Include a description of internal and external resources, facilities, and support from other University units (e.g., library, computing and networking services, etc.) that will be needed to attain the objectives. Describe how the resources will be sought.

*If the department or program has documents which provide the requested information about these areas, please include them in an appendix; in the self-study narrative give a concise summary of the information and the relevant page numbers of the appended documents. *[Note: If a pamphlet/booklet is included in the appendix, 19 additional copies (36 if the department has a graduate program) of the pamphlet/booklet should be provided to the R.P.C. when submitting the completed self-study.]*

REVIEW COMMITTEES

A separate three- to five-member Review Committee is appointed for each department and/or program being reviewed. In naming members of Review Committees, the A.P.C. will give consideration to lists of nominees submitted by the undergraduate deans and the department or program being reviewed. Whenever possible, the three- to five-member Review Committee should include an individual from each of the following groups: a related academic area, an unrelated academic area, prior review committees, or if appropriate, a College's Curriculum/Academic Policies Committee.

All suggestions for membership on Review Committees from deans, departments, or programs must be received by the chairs of A.P.C. and/or the Graduate Council before April 1.

University faculty from a department or program undergoing a review will not be named to serve on a Review Committee during the same academic year.

In the case of undergraduate department or program reviews, the Review Committee members are named from among the University Faculty by the A.P.C. and formally appointed by the Provost/Vice Chancellor.

In the case of a joint undergraduate department review and graduate program review, the members of the Review Committee will be named jointly by the Chairs of the A.P.C. and the Graduate Council and formally appointed by the Provost/Vice Chancellor. The two bodies will pay attention to the considerations on membership mentioned above and must name a Review Committee composed of a majority of members from the graduate faculty.

In the case of a graduate program review, the members of the Review Committee will be named from among the Graduate Faculty by the Graduate Council and formally appointed by the Provost/Vice Chancellor.

After the A.P.C. and/or the Graduate Council have named the Review Committee members, the P.R.C. will assist the Provost/Vice Chancellor in the appointment process. All Review Committees will be appointed by May 15.

GUIDELINES FOR THE CONDUCT OF THE REVIEW COMMITTEE'S REVIEW

1. The P.R.C. will schedule an orientation meeting early in the fall semester for all Review Committees during which the review process will be explained in detail. The Department/Program Self-Study and information about the University at large will be provided which will guide the Committees in their reviews.
2. The Review Committee is to examine the following:
 - a. the self-study,
 - b. information concerning enrollment, degrees granted, etc.,
 - c. reports and recommendations from the prior Department/Program Review,
 - d. any other information prepared by the department or coordinating committee.

The Review Committee will have access to any reports which have evaluated off-campus facilities, including departmental annual reports and, if any, accreditation reports.

3. The Review Committee is to conduct separate interviews with the following individuals or groups:
 - a. department chair/program director and/or coordinating committee;
 - b. instructional staff (typically Review Committees have met separately with the tenured and the non-tenured instructional staff);
 - c. students in the program(s); and
 - d. appropriate dean(s) and other administrators.
4. In the past, undergraduate Review Committees have sent brief questionnaires to all the students majoring in the program(s) being reviewed, and have invited the students to meet with the Committee. Usually only a few students have come to the meeting. Therefore, in the case of both questionnaires and meetings with the students, care must be taken in the interpretation of the information that the students provide. In the past, comments from one or two students were used as though they were representative of the opinions of all the students in the program(s).

If the undergraduate Review Committee sends out a questionnaire and receives few returns, it may be necessary to send out a follow-up questionnaire or a reminder. If the Committee invites students to a meeting, it may be necessary to schedule two or three

meetings at different times to accommodate students with different schedules. If there is an honor society or club in the department, it may be asked to publicize the meetings or encourage students to return the questionnaires.

Information from follow-ups of alumni can sometimes be provided by the department or coordinating committee. Again, care must be taken in its interpretation if the sample of alumni who responded is small.

Reviews of graduate programs require the use of the National Council of Graduate Schools questionnaires for currently enrolled students, alumni, and program faculty. The Graduate Council through the P.R.C. will distribute these questionnaires as appropriate.

5. The Review Committee is to inspect the on-campus and off-campus facilities that support the department and/or program(s).

REVIEW COMMITTEE'S REPORT

The Review Committee will forward its report by December 10 to the P.R.C. The report is to be the Committee's independent and concise assessment of the department's/program's current state and planning.

The Report should provide the following:

1. Assessment of the quality of the current state of the department/program with respect to areas I.1 through I.5 of the self-study format
2. Assessment of the quality and feasibility of the department's/program's plan for the next seven years (section IV of the self-study format)
3. Description of the strengths and weaknesses of the department/program and suggestions for improvement
4. Recommendation regarding the department/program: to maintain, strengthen, consolidate, reorganize, or phase out the program(s)

EXTERNAL CONSULTANTS

External Consultants will be utilized for all department or program reviews. On-site visits by programmatic accrediting agencies will normally fulfill the requirement for external consultation.

In the absence of on-site visits by accrediting agencies, a list of at least three potential external reviewers with vitae will be submitted by the department or program under review to the P.R.C. by April 1. These potential external reviewers should hold or have held the position of department chair or an administrative position above chair and should be employed outside the state of Wisconsin. The final selection of the specific consultant will be made by the Provost/Vice Chancellor and the chair of A.P.C. for undergraduate reviews or by the Provost/Vice Chancellor and the chairs of the A.P.C. and the Graduate Council for joint undergraduate and graduate program reviews or by the Provost/Vice Chancellor and chair of the Graduate Council for graduate program reviews.

The P.R.C. will negotiate services and fees with the potential consultants. The consultant will be brought to UWEC for a two-day visit, during which he or she will interview members of the department or coordinating committee, the dean and other appropriate administrators, groups of

students and alumni. The consultant will inspect appropriate facilities and will give the P.R.C. and Provost/Vice Chancellor a verbal summary of his or her findings.

EXTERNAL CONSULTANT'S REPORT

After the site visit, the Consultant will prepare a written report on his or her judgment of the status of the department and/or program(s), including its administration, funding, and quality of program(s). The Report includes specific recommendations, if any, for changes in any aspects of the department's structure, operations, or programs. The Report is due to the P.R.C. within thirty days of the Consultant's visit but no later than December 10. The P.R.C. distributes it to the College dean, and to the appropriate department or coordinating committee.

COLLEGE CURRICULUM/ACADEMIC POLICY COMMITTEE RESPONSE

One copy of the reports of the Review Committee and the External Consultant will be distributed by the P.R.C. to the participating College Curriculum Committee for its written response(s). The response(s) of the College Curriculum or Academic Policy Committee will be forwarded to the P.R.C. for distribution to the members of the A.P.C. and to the members of the Graduate Council when a graduate program is involved and to the department chair/program director (for distribution to all members of the department) or coordinating committee.

DEPARTMENT/PROGRAM RESPONSE

The department chair/program director or coordinating committee will develop a written response or responses to the Reports of the Review Committee and the External Consultant. The response(s) will be forwarded to the P.R.C. for distribution to the members of the A.P.C. and to the members of the Graduate Council when a graduate program(s) is reviewed and College Curriculum or Academic Policies Committee if appropriate.

ACADEMIC POLICIES COMMITTEE AND GRADUATE COUNCIL RECOMMENDATIONS

The department chair will be invited to meet with the A.P.C. and/or Graduate Council to discuss the recommendations of the Internal Review Committee, External Consultant, and the College Curriculum Committee. On the basis of these discussions and all the information and material forwarded to it, the A.P.C. will make recommendations on the undergraduate department and program(s) reviewed to the Provost/Vice Chancellor according to its internally developed procedures. Similarly, the Graduate Council will make recommendations on graduate programs reviewed to the Provost/Vice Chancellor. These written recommendations will be shared with the concerned department or coordinating committee and the appropriate dean(s).

PROVOST/VICE CHANCELLOR'S RESPONSE TO THE A.P.C. RECOMMENDATIONS

1. After reviewing the recommendations of the A.P.C., the Provost/Vice Chancellor will meet with the department chair/program director or coordinating committee chair and appropriate College dean. They will arrive at an agreement as to which recommendations can/should be implemented. The Provost/Vice Chancellor will then forward a memorandum to the

members of the A.P.C. and to the P.R.C. reporting the agreement with the department/division/program coordinating committee.

2. The chair will report via its annual report to the Provost/Vice Chancellor at the end of the next spring semester as to the progress made toward implementing the recommendations. The program director or coordinating committee will prepare a special report by the end of the next spring semester as to its progress. The Provost/Vice Chancellor will then communicate the substance of that progress and his/her views of that progress to the A.P.C.
3. The chair/program director or coordinating committee chair will continue to update progress on implementation of the recommendations in subsequent annual reports or separate reports annually until the time of the next review.

PROVOST/VICE CHANCELLOR'S RESPONSE TO THE GRADUATE COUNCIL'S RECOMMENDATIONS

The Provost/Vice Chancellor will review with the dean(s) the recommendations and responses to them. The department chair/program director or designee will meet with the Graduate Council one year following the review to discuss progress in following the Council's recommendations.

OUTCOME OF REVIEWS

Actions taken as a result of department/program review are taken by those normally responsible for the aspects involved. The faculty of the department or program will take into consideration any suggestions for changes in curricular requirements and advisement of students in addition to other relevant matters. The dean may make changes in personnel assignments or budgeting for the department from within collegiate resources or may request additional resources for program improvement. The number of graduate assistantships may increase/decrease or other appropriate actions may be taken.

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