

## Undergraduate Unit Reviews

This year the assessment program will begin implementing its revised undergraduate review process. The revised process is a result, in part, of the joint graduate and undergraduate reviews conducted over the past several years. The undergraduate part of the joint reviews was quite different than the graduate part of the reviews. The new model for undergraduate reviews parallels the guidelines for graduate program reviews and ensures that the department or program (hereafter referred to as “unit”) under review gets useful feedback about the review and that the review informs unit- and dean-level decisions.

Graduate program reviews are conducted by a faculty committee in consultation with the unit under review, the deans, and the Committee on Graduate Studies (COGS). Undergraduate reviews will follow a similar form: a faculty committee will consult with the unit faculty, the deans, and the Assessment Steering Committee (ASC). In the case of joint reviews, the undergraduate Review Committee will also consult with the graduate Review Committee.

Specific guidelines for COGS and ASC reviews and a list of material to include in external review packets are presented in tables at the end of this memorandum. The old and new guidelines, review committees in joint reviews, and external consultants are discussed further below.

### *Old & New Undergraduate Guidelines*

The old undergraduate guidelines specified that the unit under review would provide a list of possible external consultants to the deans’ office, collect and send material to external consultants prior to a campus visit, coordinate the campus visit, prepare a report and submit it to the deans’ office. The report included a summary of findings from assessment data, a response to the external consultants’ report, and a plan for action based on assessment results. The new guidelines are similar, except that the Review Committee and the Assessment Office will send the packet of material to external consultants and make the material available on campus. The Review Committee also will prepare a report. That report and the external consultants’ report will be examined by the faculty of the unit under review. The unit faculty may comment on the reports. The Review Committee’s report, the external consultants’ report, and the unit faculty comments will then be submitted to the ASC. The ASC invites the unit faculty to discuss the report at an ASC meeting, and sends reports and relevant material to the Dean of Undergraduate Studies. The Dean sends copies of the report to the President, the Provost, the Dean of the Faculty or Arts and Sciences, the Office of Assessment, and the College Archives.

### *Internal Review Committees for Joint Reviews*

In a joint review of a unit’s undergraduate and graduate programs, two internal Review Committees will be appointed. There may be overlap in committee appointments and the Committees should discuss the review holistically. Each Review Committee will meet with the external consultants (or the appropriate consultant). The graduate and undergraduate Review Committees will prepare independent reports on their respective programs and each will include a review of the relationship between the undergraduate and graduate programs. Both reports will be shared with the unit under review, and the

reports and faculty comments will be submitted to the COGS and the ASC. The unit's faculty will meet independently with the COGS and ASC, unless a joint meeting is deemed appropriate by those committees. Any contradictory recommendations in the independent reviews should be resolved by the unit in consultation with the deans.

### *External Consultants*

In undergraduate-only reviews, at least two external consultants will be selected to conduct an on-site evaluation of the undergraduate program. In joint undergraduate and graduate reviews, the unit, in consultation with the deans, will determine how many external consultants to select. At least one consultant will be selected to review the undergraduate program and at least one will be selected to review the graduate program. Another consultant may be selected to look at the relationship between the programs.<sup>1</sup> A single packet of information will be collected and mailed to each consultant. During their visit to campus, the consultants will meet with the appropriate internal Review Committees, the deans, faculty and students of the unit under review, and others as appropriate to the review. The external consultants' report should give all due attention to both the undergraduate and graduate programs, as well as to the unit as a whole. The internal Review Committees are responsible for reporting on their respective programs.

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<sup>1</sup> The budget for external consultants includes a set amount from the Office of Assessment. Costs above the set amount must be approved by the Dean of Arts & Sciences.

Table 1  
Guidelines for Graduate and Undergraduate Program Reviews

COGS: Graduate Program Reviews	ASC: Undergraduate Program Reviews
<p>Excerpted from: <u>Periodic Reviews of Graduate Programs</u> (Guidelines approved by the Committee on Graduate Studies, Arts &amp; Sciences, March 23, 1983 (edited March 15, 1989; Revised and Edited June 29, 1992)</p>	<p>Adapted from the COGS guidelines for Periodic Reviews of Graduate Programs</p>
<p><u>Schedule of Reviews.</u> We plan for the present to continue to have two reviews per year. While special circumstances may lead to changes, the next program to be reviewed will generally be the one that has gone the longest time without review.</p>	<p><u>Schedule of Reviews.</u> We plan for the present to continue the current schedule of undergraduate concentration reviews. After the second round is completed, we will continue reviews on a five-year cycle. While special circumstances may lead to changes, the next unit to be reviewed will generally be the one that has gone the longest time without review.</p>
<p><u>Review Committee.</u> Each review will be conducted by a Review Committee that consists of a faculty member, often the departmental chairman, of the program that is being reviewed (hereinafter the <u>program</u>) and two members of the Arts and Sciences faculty who are not members of the program. After discussion with the faculty of the program, the Dean of Graduate Studies nominates the three committee members and, upon approval of the COGS, informs them of their appointment and of the procedures. The Review Committee selects as its chairman one of the two members who are not members of the program.</p>	<p><u>Review Committee.</u> Each review will be conducted by a Review Committee that consists of a faculty member, often the departmental chair or program director, of the unit that is being reviewed (hereinafter the <u>unit</u>) and two members of the Arts and Sciences faculty who are not members of the unit. After discussion with the faculty of the unit, the Dean of Undergraduate Studies nominates the three committee members and, upon approval of the ASC, informs them of their appointment and of the procedures. The Review Committee selects as its chair one of the two members who are not members of the unit.</p>

<p><u>Selection of an External Consultant or Consultants.</u> The Review Committee, after discussions with the faculty of the program and with the Dean of Graduate Studies, nominates external consultants to the COGS. Two external consultants will be invited to review doctoral programs. Normally one external consultant will be invited for master's programs. After not less than three nominees have been approved by the COGS, the Dean of Graduate Studies selects one of them or requests additional nominations. The consultant(s) must be distinguished in the field that is being reviewed and must not have excessively close ties with our program and faculty.</p>	<p><u>Selection of an External Consultant or Consultants.</u> The faculty of the unit submits names of at least six external consultants to the Dean of Undergraduate Studies. The Dean of Arts &amp; Sciences and the Dean of Undergraduate Studies select two external consultants. The consultants must be distinguished in the field that is being reviewed and must not have excessively close ties with our unit and faculty. In addition, it would be useful if at least one consultant had experience in higher education administration. The deans extend an invitation to each external consultant.</p>
<p><u>Visit of the External Consultant or Consultants.</u> The Review Committee sends the external consultant(s) a description of the goals of the program, up-to-date faculty vitae and student data, and information on matters such as the careers of the graduates, space, equipment, financial resources, the library, grant proposals submitted and grants funded, curriculum, and degree requirements. The consultant(s) then visits for no fewer than two days to examine the facilities and resources and to meet with students and faculty, with the Dean of Graduate Studies, and others as desired.</p> <p>The consultant(s) is asked to submit a written report, within a month of the visit, to the Dean of Graduate Studies, who provides copies to the Review Committee.</p> <p>The expenses and honorarium of the consultant(s) are paid by the Graduate Studies office.</p>	<p><u>Visit of the External Consultant or Consultants.</u> The Review Committee sends the external consultants a description of the goals of the unit, results of the previous assessment, up-to-date faculty vitae and student data, and information on matters such as the careers of the graduates, space, equipment, financial resources, the library, curriculum, and degree requirements. The consultants then visit for no fewer than two days to examine the facilities and resources and to meet with students and faculty, with the Dean of Undergraduate Studies, and others as desired.</p> <p>The consultants are asked to submit a written report, within a month of the visit, to the Dean of Undergraduate Studies, who provides copies to the Review Committee.</p> <p>A set amount is budgeted by the Office of Assessment to be applied toward the expenses and honorarium of the consultants. Costs above the set amount must be approved by the Dean of Arts &amp; Sciences</p>

<p><u>Report of the Review Committee.</u> The Review Committee prepares a report on the basis of its own observations and of the consultant's report. All appropriate praise, criticism, suggestions, and recommendations should be included. This report and the consultant's report are examined by the faculty of the program, which provides any comments it wishes. The Review Committee then submits its report, with the consultant's report and the program faculty comments, to the COGS. The information prepared for the consultant(s) is also distributed or is made available in the Graduate Studies office for inspection by the members of the COGS.</p>	<p><u>Report of the Review Committee.</u> The Review Committee prepares a report on the basis of its own observations and of the consultants' report. All appropriate praise, criticism, suggestions, and recommendations should be included. This report and the consultants' report are examined by the faculty of the unit, which provides any comments it wishes. The Review Committee then submits its report, with the consultant's report and the unit faculty comments, to the ASC. The information prepared for the consultants is also distributed or is made available in the Office of Assessment and the Undergraduate Studies office for inspection by the members of the ASC.</p>
<p><u>Disposition of the Report</u>  The COGS begins its discussion of the report in a meeting to which the Review Committee and faculty from the program are invited. Additional information may be requested. The discussion is then continued without the presence of faculty in the program. The COGS may confine its formal action to receiving the report, or may make any observation or recommendation that it wishes.</p> <p>The reports and all related information are conveyed to the program's faculty. The Dean of Graduate Studies will meet with the program's faculty to discuss the review.</p> <p>In addition, copies of the reports will be sent by the Dean of Graduate Studies to the President, the Academic Vice President, the Dean of the Faculty of Arts and Sciences, and the College Archives.</p>	<p><u>Disposition of the Report</u>  The ASC begins its discussion of the report in a meeting to which the Review Committee and faculty from the unit are invited. Additional information may be requested. The discussion is then continued without the presence of faculty in the unit. The ASC may confine its formal action to receiving the report, or may make any observation or recommendation that it wishes.</p> <p>The reports and all related information are conveyed to the unit's faculty. The Dean of Undergraduate Studies will meet with the unit's faculty to discuss the review.</p> <p>In addition, the Dean of Undergraduate Studies will send copies of the reports to the President, the Provost, the Dean of the Faculty of Arts and Sciences, the Office of Assessment, and the College Archives.</p>

Table 2  
EXTERNAL CONSULTANT PACKET

- ✓ Itinerary
- ✓ Description of the unit (goals, curriculum, degree requirements)
- ✓ Description of unit facilities (space, equipment, financial resources, library)
- ✓ Description of the degree requirements (general education curriculum from College Catalog, *provided by the Office of Assessment*)
- ✓ Selected syllabi
- ✓ List of questions from the deans
- ✓ List of questions from the unit, developed during the self study
- ✓ Review of how results of the last assessment have led to changes (from self study)
- ✓ Concentration Writing Requirement (CWR)
  - Unit goals and objectives for the CWR
  - Catalog description of how CWR is met (included in concentration description)
  - 2 examples of excellent writing; 2 examples of acceptable writing (appended)
  - 4 scoring sheets (loose) **new**
  - Relevant survey results (*provided by Office of Assessment*)
- ✓ Concentration Computing Requirement (CCR)
  - Unit's goals and objectives for the CCR
  - Catalog description of how CCR is met (included in concentration description)
  - Relevant survey results (*provided by Office of Assessment*)
- ✓ Description of the concentration advising program, advising handbook, and relevant survey results (*survey results provided by Office of Assessment*)
- ✓ Student enrollment profile (*provided by Office of Assessment*)
- ✓ List of grant proposals submitted, identifying those that have been funded
- ✓ Curriculum vitae of faculty (appended)