

GRADUATE PROGRAM REVIEW: DEPARTMENT REPORT

A. One Page Executive Summary:

Department: _____ **College:** _____

Name of Program: _____

Masters level or Doctoral level (Circle one)

Summary of Major Points:

Overall Rating (circle one): **High** **Low**
 5 4 3 2 1

Major Recommendation: (e.g. consolidate, reconfigure, expand):

Highly commendable features: (2 or 3):

Most serious concerns: (2 or 3):

List Departmental Faculty or Student Participants in the Review

(Continue overleaf if necessary)

B. REVIEW CRITERIA (Not to exceed 15 pages):

1. External Demand

Applicant pool

- Completed applications for Fall 2005
- Inquirers discouraged to complete applications (number, if available; or none, few, many)
- Quality of incoming students (e.g., GRE, GPA, recommendations)

Competitive programs

- Identify one to three programs
- Advantages over competitive programs, if any
- Weaknesses compared to competitive programs, if any

Ranked or leading programs, if different

- Identify one to three programs
- Advantages of leading programs (if any)

2. Quality of Student and Program Outcomes

Student learning outcomes

- established and reported internally, especially distinctive features
- established and reported externally; ratings by accrediting agencies, if available
- reported via graduate survey/exit reviews

Student publications, presentations, performances, shows, collaborations, attendance at professional events and learning/training opportunities, etc.

Bona fide placement figures (appropriate jobs or higher degree programs)

Other recognition of quality outcomes by industry, institutions, professional associations and publications, etc.

3. Quality of Program Administration and Planning

Mission statement

Vision statement

Planning

- specifies courses to be offered each semester
- specifies staffing plan for years ahead

Evidence of self-assessment and ongoing program improvement as a result

- Uses a variety of data such as exit interviews, graduate surveys, current student input, external consultant(s), accreditation reports, placement data, evidence of actual student learning against goals of program, etc.)
- Shows progress since 2001

Specific and timely attention to key matters, including

- program and admissions quality (clear requirements, consistent enforcement)
- diversity
- attrition
- student and staff concerns about fair treatment
- coordination with other University units (particularly if degree requirements involve cross-department involvement).

Opportunity analysis of possibilities of collaboration with an outside institution

4. Program Size, Scope, and Productivity

Students

- Percentage of students in department, graduate and undergraduate
- Specific figures on number of students in program, diversity of student body, and number of graduates in recent years

Scope

- Courses and credit hours in the degree program in 2005 to date (core, elective, program-staffed); typical length of time-in-degree

Productivity

- Faculty course load (graduate courses, thesis/dissertation/creative project supervision; graduate student committee work); other non-classroom mentoring
- Faculty research, including evidence of quality as well as quantity, including external funding garnered (if any), for each member of graduate faculty
- Faculty contributions to public and professional service (e.g., major advisory roles to state and national offices and foundations, editorial and leadership positions in principal professional journals and associations)

5. Program Impact, Justification, and Essentiality

Role in the University: relation of the program to University mission and goals

Historical significance and intellectual value

Community or economic significance

6. Opportunity Analysis (covered above under 3, Planning)

Specific conditions that enhance or detract from program development (e.g., economic, external support, political pork barrel)

7. Compelling Program Factor

C. Appendices as Necessary (Not to exceed 30 pages):

- A Corrected Graduate Program Review Data**
- B Minority Report, if applicable**
- C External Reviewer(s) Report(s)**
- D External Reviewer(s) Curriculum Vitae**