

Program Closure Appeals Committee: Program Visit Guidelines

In keeping with the original intent of Dr. Bailey's charge to the Program Closure Appeals Committee, we invite program faculty, deans, chairs and/or directors of programs slated for closure to make a brief presentation to the committee and to respond to questions the committee may have related to the appeals documents that have been submitted. In order to ensure that we deal with each program equitably and work within the time we have, the committee has established the following guidelines for your review:

First, these informational sessions are advisory in nature; they are not "investigations" open to others, to external advocates, or to presentation of substantive new information. The committee feels it is essential to have the opportunity to devote a time solely to consideration of each program. Our intent is to invite a brief, but candid exchange with those colleagues who are best placed to comment upon their programs.

Second, no constituent group (as noted above) may be excluded if they have expressed an interest to attend. We do ask that programs make these decisions in advance and limit the total number of visitors to no more than four (4). Given the nature of the anticipated exchange of information, at least one of the visitors should be a faculty member who has knowledge of the appeal. Concerns about the role and participation of program representatives should be directed to Dr. Jellies, chair.

Third, each program, through their representatives, will meet with the committee for 30 minutes. We ask that program representatives speak to the committee for up to 10 minutes, followed by a question and answer session. In cases where multiple, related programs wish to be considered at one time, accommodations will be made if possible.

Fourth, to facilitate the shared goals of this process, we ask each program to prepare a brief (no more than a 1/2 page) summary of the most salient points they plan to present. It is the committee's intent to place this document into the record. Presentations should therefore cover the points raised in that summary. We are motivated to have at least a minimum, accurate record of the program's presentation available that can be published as a portion of the meeting notes.

Fifth, the committee is open to clarification and amplification, and as such, acknowledges that there might be some "new" perspectives or background presented, yet we are not able to entertain new *substantive* information in the appeal. Please remain aware of this distinction.

Finally, the committee feels it important that during the information sessions, all participants foster an environment characterized by mutual respect and dignity.