

# UT Program Review: The Graduate Council Role

# Definitions

- Program Review is an analytical process to ensure the quality of each program and thereby the appropriateness and rigor of the learning environment. The findings inform improvement strategies and long range planning. (Not equal to Program Assessment.)
- A program refers to a focused and unique curriculum that leads to a degree. In many cases a degree can consist of several program options sometimes referred to as tracks, concentrations or majors.

# Scope of academic program review at UT

- Program design
- Program efficiency
- Faculty expertise
- Continuous improvement (including learning assessment, student outcomes, research outcomes, and service outcomes)
- Financial sustainability

# Required

- Considered “best practice” (e.g. Council of Graduate Schools (CGS))
- HLC
- The OH Department of Higher Education- Chancellors Council on Graduate Studies (CCGS) [formally OBOR- RACGS]
- Program specific accreditation bodies

# Past

- Periodical program review for
  - MCO ended approximately 2000-2001
  - UT ended approximately 1999
- Reinstated planning around time of MUOT and UT merger 2006
  - UT Strategic Plan - Directions 2011
- COGS developed “Snap Shot” program review procedures
  - Doctoral program review that began in academic year 2010-2011.
  - The masters and certificate program review began in summer 2012.

# Present

- Summer and Fall 2011- A University wide ad-hoc program review committee was charged to develop a revised cyclical program review process.
- Academic year 2013-2014- University initiated a new seven-year cycle under a revised set of criteria and new evaluation committees with administration by the Office of Assessment, Accreditation, and Program Review (OAAPR) lead by the Vice Provost of OAAPR.
- Spring 2015- GC revised by-laws for a defined Graduate Program Review Committee (GPRC)



# UT Systematic Program Review Process

1. Orientation and initial planning
2. Self-study
3. External review
4. Program review team report
5. Program response and implementation of improvements

# Orientation and initial planning

- OAAPR + College Dean
  - Dr. Dorothea Sawicki, *Vice Provost for Accreditation and Program Review*
  - Heather Johnson Huntley, *Director of University Accreditation and Program Review*
- <http://www.utoledo.edu/aapr/programreview/index.html>



# Self-study

- The dean of the college will select the self-study team members.
- Team members shall minimally include program faculty and students.
- Team members for **graduate programs** must include **graduate faculty and graduate students**.
- The program's lead faculty member chairs the self-study team.
- A self-study template is provided for programs to follow. (**Graduate Council GPRC role in future- input on revisions.**)

# External review

- The Office of the Provost select a program review team consisting of up to three members external to the program with program expertise.
  - The OAAPR and programs will work together to set up the itinerary for the review team, and the OAAPR will make travel arrangements
- External Team reviews the self-study document, conducts a site visit, and issues a written report.
  - Site visit approximately two days and must be completed by April 30th.

# Program review team report

- After the site visit, the program review team will issue a report which includes an overview of a program's strengths, opportunities for improvement, and recommendations to the Office of the Provost.
- Note: Deadline might be after end of Spring Semester and in the summer.

# Program response and improvements

- The dean of the applicable college, with input from the program's lead faculty member, will prepare the program's response to the external review team's report.
- Each response will include an action plan with specific steps and a timetable for implementation.
- Submitted to the *Vice Provost for Accreditation and Program Review*

# Specific to Graduate Programs

- A copy of the program's self-study document and review team's report will also be provided to the College of Graduate Studies for appropriate review through Graduate Council.

# Completion

- Based on the program review team's report and the Dean's response, the Provost and Dean of the Graduate College, if applicable, will review and provide additional feedback and items to facilitate the program's continuous improvement.
- These documents, when complete, are filed and stored in the Office of the Provost and become the basis for periodic follow-up and accountability.

# Role of Graduate Council per by-laws

- Section 6. The standing committees of GC holding regularly scheduled meetings on a twelve-month schedule shall be the following:
- C. Graduate Program Review Committee (GPRC)

## GC- GPRC

i. The UT Office of the Provost and its Office of Assessment, Accreditation and Program Review (OAAPR) oversee the annual UT Academic Program Review including determining the process. The process includes a role for Graduate Council participation. The Graduate Council can review the program self-study and external review team report for purposes of providing feedback to facilitate the program's continuous improvement. The GC feedback report is submitted to the OAAPR, COGS Dean and Provost.



# GC- GPRC

ii. The GC charges the GPRC to review the program self-study and external review team report. The feedback is submitted to the GC for input and approval prior to submission to the OAAPR.

# GC- GPRC

iii. The GC shall develop documents to provide to GPRC with its charge and general guidelines for conducting program review. The general guidelines shall align with the UT OAAPR Academic Program Review Manual. The Council of Graduate Schools (CGS) Assessment and Review of Graduate Programs should serve as a resource.

## GC- GPRC

iv. The GPRC shall consist of at least one person with Full Graduate Faculty status from each college that offers a graduate degree. Pending the programs scheduled for review, up to two additional members with Full Graduate Faculty status (or Associate membership) might be added from select colleges for a limited time of service to provide the necessary content expertise.

# GC- GPRC

v. COGS Associate Dean for Academic Affairs shall serve as ex-officio, non-voting member of the GPRC and its liaison to the OAAPR.

Responsibilities include:

- a. consult with the UT OAAPR on an annual basis to obtain the Program Review schedule;
- b. receive the self-study and review team reports;
- c. consult with the UT OAAPR on an annual basis to determine if UT Academic Program Review Procedures and program review self-study templates are under consideration for revision. If revision is planned, the COGS Associate Dean shall inform both the GCEC and GPRC Chairs so that GC can participate in revision decision making.



# UT program review AY 2015-2016

Programs postponed from AY14-15

Total Grad: 26

MEd Curriculum and Instruction

PhD Curriculum and Instruction

EdS Curr-Instr: Secondary Ed

PhD Curr-Instr: Secondary Ed

EdS Curr-Instr: Career and Tech Ed

EdS Curr-Instr: Early Childhood Ed

# UT program review AY 2015-2016

PhD Curr-Instr: Elementary Ed (Early Childhood Ed)

PhD Curr-Instr: Educational Media

EdS Curr-Instr: Educational Media

PhD Curr-Instr: Gifted and Talented

PhD Curr-Instr: Special Ed

EdS Curr-Instr: Special Ed

DE Educational Admin and Supervision



# UT program review AY 2015-2016

EdS Educational Admin and Supervision

MEd Educational Admin and Supervision

MEd Secondary Education

MEd Special Education

MEd Career and Technical Ed

MEd Educational Psychology

MEd Educational Res and Measurement



# UT program review AY 2015-2016

MEd in Ed Theory and Social Foundations

MEd Educational Technology

PhD Found of Ed: Ed Psych

PhD Found of Ed: Res and Measurement

PhD Found of Ed (including Found of Ed, Ed Sociol, Phil of Educ, and TSOC History)

MSE in Education and Biology

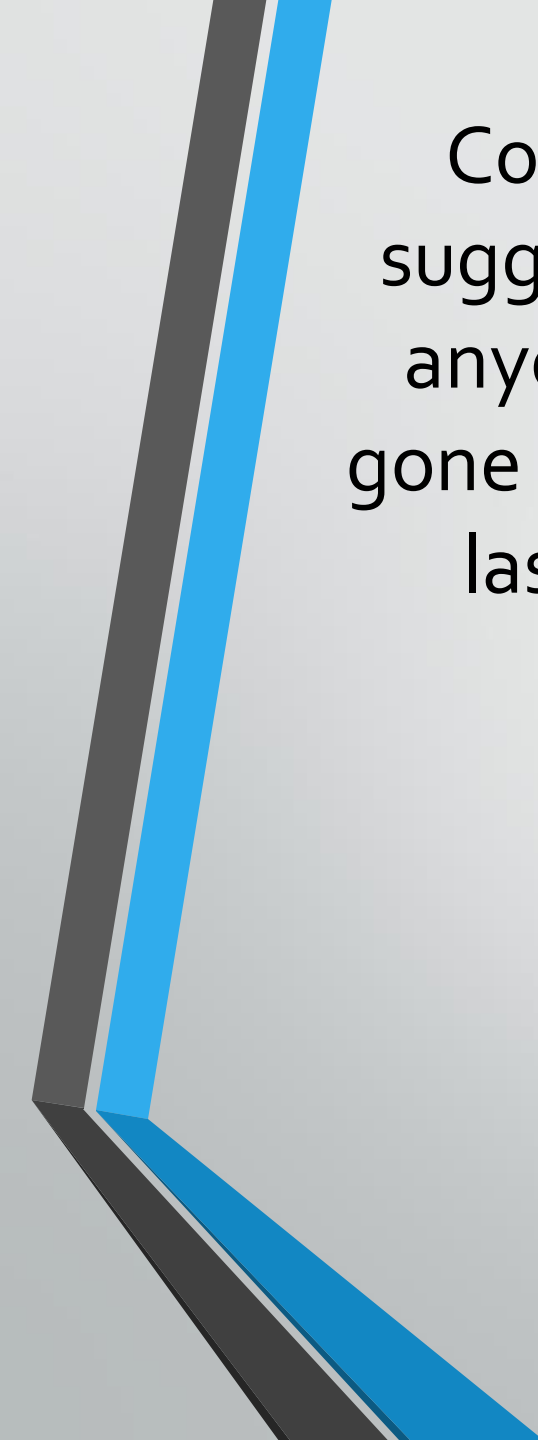


# UT program review AY 2015-2016

- A BUNCH MORE????????????????????
- The final schedule should be announced soon.
  - COMLS, NSM, LLSS, SJHS, HS
  - <http://www.utoledo.edu/aapr/programreview/index.html>

# Next Steps

- Per GC by-laws the GC must charge the GPRC
- Population of the GPRC is well-underway
  - Extra members from JHCOE? Other Colleges?
- Goal- Convene the GPRC before Thanksgiving break
  - The GPRC needs time to prepare for receipt of and response to the Self-Studies and External Review Reports



Comments or  
suggestions from  
anyone that has  
gone through PR in  
last 3 cycles?

Questions about the  
process???