

# **Policy and Process for the Review of Designated Emphases**

Approved by Graduate Council, October 19, 2000  
Revisions Approved by Graduate Council: February 27, 2002

## **Policy**

Reviews of Designated Emphasis Programs are initiated by the Graduate Council, upon recommendations from the Program Review Committee (PRC), a sub-committee of Graduate Council. The Program Review Committee will review each Designated Emphasis program every 7 years.

### **Existing DE Programs**

For DE programs that are already in existence, the PRC will review those that were approved at least 7 years ago. These programs will be given a year's notice to prepare the self-review report.

### **New DE Programs**

For new DE programs a 7-year "sunset clause" will be included in the approval process. In other words, each DE program shall automatically terminate in 7-years if no justification for continuation is requested as part of the DE's self-review. The rationale for this is that DE programs should reflect current needs and changing trends in education, and thus may be short-lived.

The 7-year review process does not change the existing guidelines for DE programs, which require that:

- a) All students fill out an application when they apply for a DE, and a form (signed by the chair of the DE and filed with Graduate Studies) when they complete the requirements.
- b) Any proposed changes in a DE program must be submitted to Graduate Council for approval.

## **Process**

The review, conducted by a member of the Program Review Committee (PRC Liaison), will be based on the following:

- A report submitted by the Chair and members of the DE
- Confidential questionnaires sent to the faculty and students of the DE by the PRC
- Interviews scheduled with the chair and/or other members of the DE

### **Stage I: Notification of Review**

The review process begins with a letter from Graduate Council initiating the review of a DE program. The letter will be forwarded to the Chair in December and a meeting will be held in January with the DE Chair and staff person to discuss the review process. The Chair of the Program Review Committee will host this meeting.

## **Stage II: Information Gathering**

- Confidential Questionnaires will be mailed to the faculty and students of the DE by mid February. The Chair/Staff of the DE will be asked to provide mailing labels for the questionnaires. The responses to the questionnaires will be provided to the PRC liaison only.
- A self-review report, prepared by the faculty and staff in charge of the DE, will be submitted to the PRC. The report will include the following:
  1. The goals and mission of the DE
  2. A list of the students who have completed the DE and those currently enrolled, including the affiliated Ph.D. program for each student
  3. Any changes in the scope, requirements, participating faculty, staffing, courses or Ph.D. programs affiliated with the DE since it was approved or last reviewed
  4. Feedback from graduates of the DE regarding its usefulness to their careers.
  5. An evaluation of the usefulness of the DE, its visibility, and a rationale for its continued existence.
- The self-review report is due in mid September. The date will be provided in the letter initiating the review. Two copies of the report will be submitted to the Program Review Committee Assistant in the Office of Graduate Studies, 250 Mrak Hall.

## **Stage III: Reports and Follow-up Phase**

The PRC liaison will prepare the PRC report and present it to the Program Review Committee and Graduate Council. The PRC report and a transmittal letter from Graduate Council will be forwarded to the Chair of the DE for response.

During the Follow-up Phase the Associate Dean of Graduate Programs will consult with the Chair of the DE, Deans and administrators on the progress towards implementing the recommendations. The Associate Dean will present an evaluation of this progress to Graduate Council. If Graduate Council feels the program has successfully addressed its recommendations the review will be closed; if not, further action will be recommended.