Graduate Program Review
Orientation
2016-17 Review Cycle

Presented by: Nicole Baumgarth, Chair - Program Review Committee
Program Review Committee Committee Analyst – Academic Senate
Welcome Program Chairs and Program Coordinators

Agricultural & Resource Economics
Animal Behavior
Art Studio
Art History
Communication
Integrative Genetics & Genomics
International Commercial Law
Master of Professional Accountancy
Microbiology
Molecular, Cellular & Integrative Physiology
Nursing Science and Health Care Leadership
Nutritional Biology
Plant Pathology
Study of Religion
DE Translational Research
DE Writing, Rhetoric, and Composition Studies

* Colleagues can often assist each other and share best practices
It is the responsibility of the Graduate Council to “conduct regular reviews of graduate programs for their quality and appropriateness.” (Davis Divisional Bylaw 80)

It provides an opportunity for graduate programs to:
• Assess past performance, identify problems or potential issues, determine goals for the future, and set priorities to meet those goals
• Receive outside critique and recommendations
• Raise issues with department chairs/lead deans/graduate studies that are important to the vitality of the program
• Highlight program accomplishments
Evaluation Criteria

• Quality and diversity of the students
• Record of student achievement (e.g. awards, time to degree, placement)
• Quality of faculty research and mentoring
• Whether the facilities, faculty, and student support resources are in place and robust enough to deliver the program successfully
• Quality and regular delivery of the curriculum
• Supervision and mentoring of students and their progress
• How the program compares nationally and within the UC
• How the program contributes to the needs of the nation and state
• Future of the discipline
Program Review Responsibilities

Chair and Faculty of the Program
- **Primary responsibility for the program review**
- Meet and discuss the self-review process
- Nominate reviewers (internal and external)
- Write the Executive Summary
- Develop, contribute, and submit review material documentation in a timely manner
- Complete the faculty survey, meet with the on-site review team, and meet to discuss and respond to the review recommendations

Program Coordinator
- Assist the chair and faculty with the compilation of review materials
- Submit faculty and student email lists for survey distribution
- Arrange meeting time & space for the on-site review
Review Teams

• Reviews are conducted by a committee:

  **PhD/MFA programs:** 3 UCD faculty = internal Ad Hoc Committee plus 1 non-UCD faculty = external member. One of the 3 internal faculty serves as Chair of the AHC. Internal and outside reviewers furnish separate reports.

  **MS-only programs:** 3 UCD faculty make up of the review committee (there is no external reviewer).

  **Designated emphasis programs:** A single ad-hoc member

• **Review team nominations:** review team members are selected by the Academic Senate Office and Program Review Committee, but the nominations come from the Graduate Program, the Graduate Dean, and the Graduate Council. **Due March 4, 2016.**
Review Teams

• **Qualifications:**
  
  • Cannot be members of graduate program being reviewed, should not have been involved in teaching for the program.
  
  • Will not have collaborated with members of the program in the last 5 years. It is the program’s responsibility to note if there has been collaborative research and to indicate why this does not constitute an important conflict of interest.
  
  • Unassailable credentials who have experience in graduate education in the appropriate discipline AND someone whose comments will be compelling to the program faculty.
  
  • Programs do not need to contact the nominees for willingness to serve or availability: just provide 10 internal faculty and 5 external faculty nominations! The list of names should be in rank order and should include the nominee’s campus department or campus mail address, phone number, e-mail address and a brief statement detailing the important or unique qualifications of each nominee regarding their potential service as a reviewer of the graduate program.
Self-Review Document

Consists of two parts: the Executive Summary & the Data Section

The document provides a rare, valuable opportunity for the faculty to have a conversation about the strengths, weaknesses and challenges of the graduate education they are delivering. Based on past experience, the best results are obtained if the chair prepares the document in collaboration with the faculty.

Great care should be taken in preparing the self-review as:
• The review team will use it as the foundation for its interview with faculty, students, and administrators and the foundation for their assessment and recommendations; and
• It will become part of the official record that will be included in subsequent reviews.
The DE self-review documentation should be 2-4 pages in length (with a greater length allowed for larger DEs), should be submitted as a single PDF, and should include the following information:

- **General Information on the DE**
  - Name of DE and its original approval date
  - Contact information for the chair and staff for the DE
  - The website for the DE
  - The goal of the DE
  - A list of the affiliated graduate programs with the affiliated faculty from those programs noted
• Quality of the Program
  – How has the training in the DE assisted students in formulating and/or conducting their research?
  – What is the need for graduates from this DE on a statewide and national basis?
  – If the end-product of students’ research is a publication, are students publishing in well-respected journals in the discipline?
  – Do you have any information from alumni regarding the quality and usefulness of the DE?
  – Are alumni in the program actively engaged in the work associated with their training in the DE?
  – In those fields where extramural support is available through training grants, are these available to support students in the DE? If yes, give details.
  – Does the DE have the faculty expertise necessary to provide adequate training in the DE?
• Summary
  – Summarize the overall strengths of the DE and how you plan to maintain them.
  – Summarize the overall weaknesses of the DE and how you plan to correct them.

• Appendices
  – Insert the Graduate Studies-provided data report as Appendix A
  – Insert the Graduate Council-approved degree requirements for the DE as Appendix B
  – Insert the Graduate Council-approved bylaws for the DE as Appendix C

Consists of two parts: the Executive Summary & the Data Section

Graduate programs at UC Davis vary considerably; the features of the program that might not be clear to colleagues outside of the program should be explained. For example, explain the role of the master’s degree in a doctoral program or the relationship between the graduate program and divisions within the home department.

For departmentally-based graduate programs, the focus must be only on aspects related to the graduate program. For instance, undergraduate department matters should only be included if they have a substantial impact on the graduate program.
Executive Summary

This is the responsibility of the Chair and faculty (and not the staff). See page 20 of the guidelines

• No more than a twenty page, single-spaced document that summarizes the program’s strengths, weaknesses, and challenges.

• The writing should be concise and address all topics. Do not simply refer readers to related, more detailed sections in the Data section.

• **Sections include:** mission statement, history of the program, standing in the field, strategic plan, research accomplishments, quality of the faculty, quality of the students (based on OGS-provided data), curriculum, diversity, alumni, and improvements since last review (for programs that have been reviewed previously).

• Past review documents will be made available to the reviewers.
Data Section

See page 25 of the guidelines

• Documents from the previous review: The analyst will post a single pdf of all the documents required. For programs who have not been previously reviewed, the analyst will post the approved program proposal.

• Other sections include: administrative profile (details about the degree), faculty membership lists, approved bylaws and degree requirements, data reports (provided by OGS), alumni information, mentoring guidelines, courses taught, handbook, guidance procedures, TA training, GSR compensation plan, recruitment materials, faculty CVs (abbreviated, 1-2 pgs), and MOUs.
Details of the Review

• Guidelines & Example Self-Review
• Process and Timeline
• Updating of Degree requirements and bylaws
• SmartSite
• Deadlines & Resources
Graduate Program Review

The purpose of Graduate Program Review is to promote excellence in graduate programs at UC Davis. The review, conducted by the Graduate Council of the Academic Senate, is an opportunity for programs to evaluate past achievements, current status, and future directions related to graduate education.

Approximately 10 programs are reviewed each year, with the expectation that each graduate program be reviewed every seven years. Occasionally, a program may be reviewed more frequently by administrative request or where problems have arisen that require Graduate Council’s (GC) consideration. Where opportunity for improvement is identified, the review will give guidance to the program and to administrators about how such opportunities may be pursued. Where programs are inadequate, the review will suggest concrete steps to rectify weaknesses and enable a return to an acceptable standard. In some cases, Graduate Council may recommend closure of a program. For those programs that are excellent, the review process will endorse this excellence.

- Schedule of Program Reviews
- 2014 – 2015 Program Review Guidelines
- 2015 - 2016 Program Review Guidelines
- 2015 - 2016 Program Review Staff Guidelines
- 2014 – 2015 DE Review Guidelines
- 2015 - 2016 DE Review Guidelines
# Graduate Program Review Process

## Academic Year 2016-17

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review team nominations</td>
<td>(due March 4)</td>
</tr>
<tr>
<td>Program conducts self-review (2015-16)</td>
<td></td>
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<tr>
<td>Confidential comments solicited from faculty and students (email list due March 4, 2016)</td>
<td></td>
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<td>Data reports from Graduate Studies posted to SmartSite (March 11, 2016)</td>
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<tr>
<td>Program reviews data (April 8, 2016)</td>
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<tr>
<td>Program submits self-review (due July 15, 2016)</td>
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<tr>
<td>On site review (~2 days, Academic Year 2016-17)</td>
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<tr>
<td>Recommendation from Grad Council for further action or closure of review</td>
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<tr>
<td>Assessment of response by PRCC</td>
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<tr>
<td>Response from program &amp; administrators</td>
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<tr>
<td>Grad Council transmits reports to program for response to recommendations</td>
<td></td>
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<tr>
<td>Report submitted to Program Review Committee (PRC) to make recommendation to Graduate Council</td>
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<tr>
<td>Program provides corrections of fact to reports</td>
<td></td>
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<tr>
<td>Review team drafts report(s)</td>
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</table>
Process for DE
Academic Year 2016-17

Program conducts self-review (2015-16)

Confidential comments solicited from faculty and students (email list due March 4, 2016)

Data reports from Graduate Studies posted to SmartSite (March 11, 2016)

Program reviews data (April 8, 2016)

Program submits self-review (due July 15, 2016)

Ad Hoc review (Academic Year 2016-17)

Recommendation from Grad Council for further action or closure of review

Assessment of response by PRCC

Response from program & administrators

GC discusses and composes recommendations to program with reports

PRC presents the results and recommendations of the DE review to GC

PRC to discuss the results of the DE review and compose recommendations for GC

Ad hoc reviewer submits their letter of findings and recommendations to PRC
Proposed changes to graduate program degree requirements and bylaws must be submitted to Graduate Council for approval prior to implementation.

Graduate Council approved the following policy on January 24, 2003 that relates to the period when a graduate program is being reviewed. While a program is in the “review phase,” Graduate Council will not accept degree requirement changes for review, although it will accept bylaws changes for review. The “review phase” covers the period from the date that the program’s self-review is submitted to when Graduate Council sends recommendations back to the program. After the “review phase,” degree requirements may be submitted for review and will then be considered a priority item by Council’s Educational Policy Committee. The graduate program must agree to work with the committee to expedite the review and approval process.
See page 27 of the guidelines. All data provided by OGS is drawn directly from the Banner Student Information System and the Personnel Payroll System.

5.3.1 Current Graduate Students (provided by OGS)

5.3.2 Summary Data (provided by OGS)

5.3.3 Application and Admission Data (provided by OGS)

5.3.4 Enrollment Data (provided by OGS)

5.3.5 Graduation Data (provided by OGS)

5.3.6 Student Financial Support (provided by OGS)

5.3.7 Placement of Alumni (as available, provided by the program)
Logged in via CAS as Nicole Baumgarth.

The data reports present a statistical abstract of graduate education at the University of California, Davis. Information is provided both for the current year and for the historical period since 1993.

Because of structural changes in graduate education over time, historical data must be interpreted cautiously. Graduate programs at UC Davis were established at different times. Some of them changed their names during their existence. Others joined together to become one program or split into new programs. A few others suspended their operations or were discontinued. For details on these changes, please click on Program History on the left side of this page.

The enrollment data in these reports do not include students on filing fee or PELP. Academic or school year at UC Davis is defined as July 1 to June 30 of the following year. Regular academic terms at UC Davis include fall, winter, and spring quarters. There are also summer and special terms. Unless noted otherwise, we use the fall quarter data to represent an academic year. Annual average is based on the data of regular terms only.

Each data report can be downloaded in either HTML or PDF format. To obtain a password for downloading, please contact the staff.
https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login

**Statistical Reports**

- Basic Statistics [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Application, Admission, and New Enrollment Headcount [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Enrollment Headcount by Student Type [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Enrollment Headcount by Degree Objective [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Enrollment Headcount by Gender [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Enrollment Headcount by Ethnicity [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Enrollment Headcount by Citizenship [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Total Enrollment Headcount [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Annual Average Enrollment [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]
- Number of graduates by degree conferred [html](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login) [Excel]

**Program Reports for 2014**

- Agricultural and Environmental Chemistry [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Agricultural and Environmental Economics [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Animal Behavior [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Animal Biology [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Anthropology [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Applied Mathematics [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Art (Studio) [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Art History [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Atmospheric Science [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Avian Sciences [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Biochemistry, Molecular, Cellular, and Developmental Biology [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Biological Systems Engineering [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Biomedical Engineering [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Biophysics [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Biostatistics [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Chemical Engineering [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
- Chemistry [pdf](https://gradstudies.ucdavis.edu/faculty-staff/reports-publications/data-reports-ucd-login)
The On-Site Review

- **Date:** 2 consecutive days. The Program Review Committee Analyst gathers the availability of the external reviewer, the program, and the 3 members of the ad hoc review team. Please understand the difficulty of scheduling, and be as flexible and accommodating, as possible.

- **Itinerary:** the Graduate Program Coordinator will be provided with a sample itinerary, and is responsible for creating the itinerary, scheduling rooms, notifying faculty & students of meetings, and collecting sign-ups for meetings (advice from the Program Review Committee Analyst, as needed).

- **Meetings:** the reviewers (internal & external) will meet with the faculty and students (2 meetings for each group), the chair, the staff, and the advisers. Additional meetings may be arranged, as needed.
  - The Chair will have separate meetings with the reviewers but should also participate in the faculty and/or adviser meetings. (different hats)
  - The external reviewer and the ad hoc committee chair will also meet separately with the Lead Dean.

- **Questions from the reviewers** are based upon the review criteria provided by the Graduate Council, the self-review documents and the information gleaned from the confidential questionnaires.
Graduate Studies will create a dedicated SmartSite for each program by March 1, 2015. Chairs and Staff have been added as editors; others may be added, as needed, by staff or chairs.

**SmartSite Folders:** In the Resources section of SmartSite, the Program Review Guidelines and three separate folders will be available (please do not create additional folders):

1. **Graduate Studies-Provided Information folder.**
   The PRC Analyst will upload to this folder: a) the documents from the previous program review for inclusion in the Executive Summary, and b) the data reports provided by Graduate Studies.

2. **Program working files folder**
   [PLEASE NOTE: Optional folder provided by Grad Studies for Program use – docs and folder will be deleted once final self-review documents have been submitted.]
   Programs may use this folder to share information within the program towards completion of the self-review documents. Sub-folders and documents can be created by the program, as desired.

3. **Final Self-Review Documents folder.**
   The program will upload two separate PDF documents to this folder: the Executive Summary and the Data Section (both with TOCs). It is the program’s responsibility to upload these documents by the deadline.
Dedicated SmartSite, cont.
**Important Dates - DE**

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<tr>
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<td>Data reports provided by Graduate Studies distributed to the DE</td>
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<tr>
<td>April 2016</td>
<td>Questionnaires initiated</td>
</tr>
<tr>
<td>July 15, 2016</td>
<td>Self-review documents due</td>
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*Failure to submit a self-review by the deadline may result in Graduate Council suspending or closing admissions to the DE, or invoking the “sunset clause” for the DE*

**AY 2016-17**  
Ad Hoc Review

Contact: Judi Garcia, (530) 752-0623  
judgarcia@ucdavis.edu
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Contact: Judi Garcia, (530) 752-0623 judgarcia@ucdavis.edu