TIMELINE & CHECKLIST FOR COMPLETING THE SELF-REVIEW DOCUMENTS: EXECUTIVE SUMMARY & DATA SECTIONS

This document is to help you track of the self-review process; full instructions are in the Guidelines.

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

DEADLINES:

November 14, 2014  Review Team Nominations due to PRC Analyst.
November 21, 2014  Submission of any changes to the degree requirements and bylaws. After the self-review submission deadline, changes to degree requirements and bylaws cannot be approved until closure of review.
March 6, 2015  Faculty and student emails submitted for confidential questionnaire process.
March 13, 2015:  Data reports provided by Graduate Studies distributed to programs and DE’s.
April 2015  The confidential questionnaire process is initiated.
July 17, 2015  Deadline for submitting the self-review.

PROGRAM REVIEW STAGES:

1) Notification of Review
2) Orientation Meeting
3) Self-Review Preparation (ongoing)
   a) Gathering and compilation of data for program review
   b) Review by faculty of the program’s bylaws, degree requirements, faculty membership, mentoring guidelines, student’s handbook, and the program’s web site
   c) Preparation by the faculty of the report based on their analysis of the collected data
4) Submit Review Team Nominations (by Nov. 14)
5) Submit revised degree requirements & bylaws, if needed (by November 21)
6) Confidential Questionnaires: supply e-mail addresses for faculty and students (by March 6)
7) Data: Graduate Studies supplies data (March 13)
8) Confidential questionnaires initiated by Graduate Studies (April)
9) Submission of Self-Review Document (by July 17)
10) On site review: provide date availability; provide the scheduling of the meetings between the students/faculty and the review teams; coordination with Lisa Marquez (summer)
11) Reports provided from the Graduate Council with a deadline to respond
12) Respond to recommendations and follow-up phase
13) Graduate Council closes the current review and finalizes the date of the next review

**EXECUTIVE SUMMARY**

It is helpful to use this guideline in reviewing the Executive Summary written by the Chair and faculty to be sure all has been addressed.

**GS = data provided by Graduate Studies**

1. **Mission Statement**
   _______ Review current Mission Statement and see if it needs updating.

2. **History of Program**
   _______ Date program was approved and admissions open
   _______ Name changes/mergers
   _______ Degree(s) offered
   _______ Bylaws: date last approved, (see if it needs updating) & indicate where it’s posted on the program webpage)
   _______ Degree Requirements: date approved, (see if any changes/updates are needed) & indicate where it’s posted on the program webpage)
   _______ Mentoring Guidelines: either program guidelines or general guidelines on Grad Council’s webpage (should be posted on program webpage)
   _______ GS Dates of last review and when closed

3. **Standing in the Field**
   _______ Comparison with other comparable programs nationally and within UC System – include national rankings and sources if available

4. **Strategic Plan**
   _______ Consult with membership and get approval. Examples of topics might be:
   - Curricular evolution
   - Changes in student population
   - Plans to shift program emphases
   - Strategies for developing new strengths/addressing weaknesses
   - Plans to merge or subdivide to achieve programmatic focus

5. **Research**
   _______ Summary of research (or specialties) within program. A brief summary of faculty collaboration on research with others outside the program

6. **Faculty**
   _______ Total number of faculty in program for last three years by college/school & department within each college/school. Include info on markers of quality such as research support, awards, prizes, election to fellows of a professional society

7. **Students** [The data will be provided by Graduate Studies for comment]
8. Courses and Curriculum – Summarize for last 5 years
   — Core courses – for each course provide Course title Frequency of offering and sentence or two about the course
   — Elective: provide a list of electives
   — Briefly describe changes to curriculum since last review – if no changes state so

9. Diversity
   — Evidence of strategy for recruiting a diverse pool of applicants.
     Demonstration that faculty are committed to academic success of all students and are sensitive to the special challenges faced by underrepresented and first generation grad students.
     Evidence of a culture of commitment to supporting a diverse grad student population.
     Quantitative documentation of success in achieving diversity in applications, admissions, enrollment, and completion.

10. Alumni
    — Summarize info on placement record of your alumni for the past 5 years, including professional positions

11. Status Report
    — Briefly provide the status of each of the recommendations from previous PRC report. Format: each recommendation must reflect the same numbering and wording as in the PRC report. Status of the recommendations as the date of current review – do not reiterate the response the program made to recommendation during previous review. Briefly describe each remedy and evaluate its present effectiveness. If any recommendations were not addressed, explain why. Briefly describe any key developments that have not been addressed in the previous section.
    — Programs reviewed for first time: Address how program evolved since proposal was approved – briefly describe other key changes.
DATA SECTION

GS 5.1 – Documents from the Previous Program Review

GS 5.2 – Program Administration
      ________ 5.2.1 - Administrative Profile
              Program name
              List of Chairs, terms of service since program was approved
              Graduate Advisor(s) – current academic year
              Committees – current academic year
      ________ 5.2.2 - Faculty Membership List – Last three years
              Name, Academic Title, Department Affiliation
      ________ 5.2.3 - Bylaws

GS 5.3 - Student Information
      GS 5.3.1 Current Graduate Students
      GS 5.3.2 Summary
      GS 5.3.3. Application & Admission
      GS 5.3.4. Enrollment
      GS 5.3.5. Graduation
      GS 5.3.6. Financial Data
      ________ 5.3.7. Alumni Data: name, year graduated, placement

5.4 - Admitting and Mentoring Students
      ________ 5.4.1. Mentoring Guidelines - Provide copy of either Grad Council’s
guidelines or program’s own guidelines. Provide example of
announcement that annually notifies faculty and students of their
program mentoring guidelines and location on URL.
      ________ 5.4.2. Degree Requirements. Copy of most recently approved
requirements and copy of approval letter from Grad Council. Check to see
if degree requirements need revision, if so, follow Guidelines and
deadline.
      ________ 5.4.3. Courses Taught. Provide List of program’s core and elective
classes, when taught, and by whom for past five years.
      ________ 5.4.4. Graduate Student Handbook.
      ________ 5.4.5 - Guidance Procedures. Guidance procedures for new and
Continuing students (selection of major professors and advisors).
Guidelines for recommendations regarding appointment of exam and
dissertation/thesis committees are made.
Samples of checklists used to track student progress
      ________ 5.4.6 - Teaching Assistant Training Procedures - Procedures for hiring and
training TAs.
Sample of five written statements of TA duties for courses for which grad
students in program are hired. If do not assign TAs, provide statement to that effect on separate page

5.4.7. GSR Compensation Plan. Include latest compensation plan

5.4.8. Recruitment Activities. Provide copy of current recruitment materials, such as brochures and webpage print-outs. Sample letters and/or emails to applicant and admitted students

5.5 - Faculty Information

5.5.1 - Abbreviated CV’s - Two pages at most that span over last five years.

5.5.2 – Memoranda of Understanding – Any memoranda of understanding that specifically relate to the operation of the grad group/program.