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:
Graduate Council Analyst, Judi Garcia, judgarcia@ucdavis.edu, (530) 752-0623

DEADLINES:

November 21, 2015  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 4, 2016  Review Team Nominations due to PRC Analyst.

March 11, 2016  Program to submit faculty and student email addresses for confidential questionnaire process.

March 18, 2016  Enrollment and completion data reports from Graduate Studies distributed to graduate programs.

April 2016  The confidential questionnaire process is initiated.

July 18, 2016  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) Faculty to review the program’s bylaws, degree requirements, faculty membership, mentoring guidelines, student’s handbook, and the program’s web site
   c) Faculty to prepare the self-review report based on the analysis of the collected data
4) Submit Review Team Nominations (by March 4th)
5) Submit revised degree requirements & bylaws, if needed as soon as possible after notification of review, but no later than November 21st, 2016.
6) Confidential Questionnaires: supply e-mail addresses for faculty and students (by March 18th)
7) Enrollment and completion Data: Graduate Studies supplies data (March 18)
8) Confidential questionnaires initiated by Graduate Studies (April)
9) Submission of Self-Review Document to Graduate Council (by July 18)
10) Schedule on site review: provide date availability; provide scheduling of meetings between the students/faculty and the review teams; coordination with the Graduate
Council Analyst *(summer 2016)*

11) Program review (Fall, Winter or Spring 2016/2017)

12) Program Review and Graduate Council reports provided to program with recommendations and request for responses by program, and if applicable Deans and Provost.

13) Closure of Program Review after recommendations and concerns are adequately addressed by program and provision of date for initiation of the next review.
EXECUTIVE SUMMARY
This guideline should be used by the Chair and faculty of the program in writing and reviewing the Executive Summary of the self-review document, to ensure that all required information has been provided.

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 opened
   _______ Name changes/mergers
   _______ Degree(s) offered
   _______ Bylaws: date last approved, (see if it needs updating) & indicate where it is posted on the program webpage
   _______ Degree Requirements: date approved, (see if any changes/updates are needed) & indicate where it’s posted on the program’s webpage
   _______ Mentoring Guidelines: provide either program-specific guidelines or general guidelines found on the Graduate Council’s webpage (post 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 faculty members and get approval. Examples of topics might include: Curriculum changes and development
            Changes in student populations
            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 the program. A brief summary of existing faculty research collaborations 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]
Summarize salient points and briefly comment on the data

8. Courses and Curriculum – Summarize for last 5 years
   Core courses: for each course provide course title
   Frequency of offering and a sentence or two about the course
   Electives: 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 graduate students.
   Evidence of a culture of commitment to supporting a diverse graduate student population.
   Quantitative documentation of success in achieving diversity in applications, admissions, enrollment, and completion.

10. Alumni
    Summarize information on placement record of your alumni for the past 10 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

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

5.3 - Student Information

5.3.1 Current Graduate Students

5.3.2 Summary

5.3.3. Application & Admission

5.3.4. Enrollment

5.3.5. Graduation

5.3.6. Financial Data

5.3.7. Alumni Data: name, year graduated, placement

5.4 - Admission and Mentoring of Students

5.4.1. Mentoring Guidelines - Provide copy of either Graduate Council’s guidelines or program’s own guidelines. Provide example of announcements that annually notify faculty and students of their program mentoring guidelines and location (URL).

5.4.2. Degree Requirements. Copy of most recently approved Degree Requirements and copy of approval letter from Grad Council. Check to see if degree requirements need revision, if so, follow Guidelines and note deadlines for submission to Graduate Council while under review.

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 graduate students in program are hired.
If program does 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.