

# **COUNCIL OF GRADUATE SCHOOL PROGRAMS**

## **PROGRAM REVIEW COMMITTEE**

### **PROGRAM REVIEW STRUCTURE**

Revised, September 16, 2005

1. Two members of the Committee will exercise the general oversight function for the Committee. One person will be a Council member, who will chair the Program Review Committee and serve on the Executive Committee. The chair of the Program Review Committee will oversee the selection and assignment of the faculty review monitors. It is recommended that the other member be drawn from the Council or the Graduate Faculty at large. The general oversight function will include, although is not limited to, the creation and updating of a review checklist and the coordination of the activities of the faculty review monitors proposal reads as follows:
  - a. Two members of the Committee will exercise the general oversight function for the Committee. One person will be a Council member, who will chair the Program Review Committee and serve on the Executive Committee. The chair of the Program Review Committee will oversee the selection and assignment of the faculty review monitors. It is recommended that the other member be drawn from the Council or the Graduate Faculty at large. The general oversight function will include, although is not limited to, the creation and updating of a review checklist and the coordination of the activities of the faculty review monitors.
  - b. The remaining members will serve as the faculty review monitors for graduate education. These individuals will normally be members of the Council and are responsible to the Council and its program review mission. In this capacity each member will be assigned to a unit under review. Each member will be involved in October to examine the specific questions that will guide the review process for the unit in order to insure that appropriate attention is paid to graduate issues. In the February-March phase of the review, the committee member will provide an update of the process to the Council. Once the report of the RLT is prepared, the faculty review monitor will compare the report to the Council's evaluation checklist and will share the report, the evaluation, and the recommendations with the Council for discussion. The faculty review monitor will prepare a report guided by the checklist and CGSP discussion for the RLT so that any concerns raised can be part of the material examined as the RLT develops the strategic goals for the unit's next five years.

2. The remaining members will serve as the faculty review monitors for graduate education. These individuals will normally be members of the Council and are responsible to the Council and its program review mission. In this capacity each member will be assigned to a unit under review.
3. Process:
  - a. The Executive Committee will examine each unit's program review questions that are generated during the fall part of the AP&R process to insure that appropriate attention is paid to graduate issues. Executive Committee's suggestions/observations will go to the Graduate Dean, Chair of the AP&R process.
  - b. In the February-March phase of the review, each faculty monitor will provide an update of the process to the Council. Once the report of the RLT is prepared, the faculty review monitor will compare the report to the Council's evaluation checklist and will share the report, the evaluation, and the recommendations with the Council for discussion. The faculty review monitor will prepare a report guided by the checklist and CGSP discussion for the RLT so that any concerns raised can be part of the material examined as the RLT develops the strategic goals for the unit's next five years.