

## **ACADEMIC SENATE GUIDELINES FOR PROGRESS REVIEW (Revised June 2007)**

### **1. Introduction**

The academic program review process for any unit ends when the responsible Council(s) (Undergraduate Council (UgC), Graduate Council (GC), or both) confirm that the program(s) are adequate, if not excellent, and that the unit, academic dean, and any others to whom recommendations were addressed are either attending to them or developing reasonable plans to do so. Normally, a preliminary decision to end the review is made at the Progress Review Meeting, which is held 12-18 months after the Review Team Report is distributed.

### **2. Information Provided Prior to the Progress Review Meeting**

Prior to the Progress Review Meeting, participants shall receive the following information: a) the entire Review Report, including all attachments and appendices, b) the unit chair's concise (1-5 single-spaced pages) response to the review report, including a statement of actions taken and in progress in response to each recommendation directed to the unit; c) the responsible academic dean's concise (1-3 single-spaced pages) response to the review report, including a statement of actions taken and in progress in response to each recommendation directed to the academic dean, and d) the concise response of any other administrator to whom a recommendation was directed.

Not included in the packet, but available in the Senate's program review office will be a) institutional and other data that were part of the self-review but not included in the Review Report, b) faculty CVs, and c) any available faculty and student survey results.

### **3. Progress Review Meeting**

**A. Participants.** Participants are invited by UgC and GC. Ordinarily, people holding the following types of positions are included: a) chair of the unit responsible for the academic programs being reviewed; he or she may bring a vice chair and/or other academic administrators of the unit; b) academic dean for the unit; c) GC chair; d) UgC chair. e) the chair of the review team and another review team member (from the other Council when both UgC and GC are involved) may be invited if necessary.

**B. Scheduling.** The Progress Review Meeting, which ordinarily lasts two hours, will occur 12 to 18 months after the final review report is distributed by UgC and GC. Twelve months is the norm, but in exceptional cases the meeting will be scheduled no later than 18 months following distribution of the report. It is expected that all required participants will attend. Should a participant later find he or she cannot attend, the Senate review office should be notified. A designated representative, holding a related position and a member of the Academic Senate, may be suggested. GC and UgC will decide whether to include the designated representative, reschedule the meeting, or hold the meeting without representation from that office. In almost all circumstances, the Progress Review Meeting will be rescheduled if the unit chair or academic dean cannot attend.

**C. Agenda.** The agenda is flexible, depending on the particulars of the review and the views of the participants. The following topics will ordinarily be part of the agenda: a) consideration of the programs' strengths and accomplishments and of future goals and plans; b) actions taken and planned by the unit chair and academic dean (and as needed, other administrators) in response to the recommendations; c) any other actions needed and how and when they will occur; and d) and, if appropriate, reconsideration of the timing of the

next review. The Progress Review Meeting will be chaired by either the GC Chair or the UgC Chair, splitting the joint meetings equally between them.

**D. Minutes.** The Program Review Manager will prepare the Minutes of the Progress Review Meeting. The participants of the meeting will review the Minutes. The Minutes will serve as the basis for preparation of the Memorandum of Progress prepared for GC and UgC consideration.

#### **4. Memorandum of Progress**

The Council Chairs or their designated representatives shall produce a Memorandum of Progress to be submitted to the Vice Provost, Graduate Dean, the Executive Vice Chancellor, and the Executive Dean of the College when appropriate, and included in the official record of the review. The Memorandum of Progress should provide the UgC, GC, unit chair, academic dean, and any other administrators to whom review recommendations were specifically addressed with a written record about what has been and will be accomplished in response to the review recommendations and when the next review will take place. It should provide a basis, at the time of the next review, and evaluating what was accomplished in response to this review. It will be reviewed and approved by the Administrative Committee(s) for each Council represented in the review prior to presentation to the full Council(s).

The Memorandum of Progress should be a concise statement (1-2 pages) which includes the following topics and items:

1. What has already been accomplished in response to the review recommendations.
2. What will be accomplished in the future in response to the review recommendations, by whom, and in what time frame.
3. The year of the next site visit (including justification if there has been any change from the original review report).
4. Date and vote of each Council (in final version)
5. Attachments
  - Unit chair's response to the review report and recommendations
  - Academic dean's response to the review report and recommendations
  - Any other responses requested as part of the preparation for the Progress Review Meeting
  - Minutes of the Progress Review Meeting

#### **5. Council Vote on Satisfactory/Unsatisfactory Progress**

At the next scheduled GC and UgC meetings after the Progress Review Meeting, the Councils will consider the findings and recommendations from the Progress Review Meeting. The approved Memorandum of Progress will be available to the Councils' members. The Council Chair or designated representative who wrote the Memorandum of Progress will present it. Ordinarily, the Councils will vote that satisfactory progress has been made and will confirm the following: a) that the review will be closed; b) what remains to be done in response to the review recommendations, who will do it, and the time frame in which it will be done; and c) when the next review will be scheduled. Occasionally, the Councils may determine that there has been unsatisfactory progress and there are compelling reasons why the review should not be closed immediately after the Progress Review Meeting. In this case, there will be an internal review, as described in section 6.

#### **6. Internal Review after Unsatisfactory Progress**

Councils will communicate the finding of unsatisfactory progress to the unit chair and academic dean and appoint an internal review team. It is up to the internal review team to decide when sufficient progress has been made to recommend an end to the review.

**A. Information to Chair and Dean.** The UgC and GC Chairs will prepare a joint letter to the unit chair and academic dean informing them of the decision to have an internal review and provide the following information: a) reasons why the review will not be closed at this time; b) what needs to be done, by whom, in order to close the review; and c) target date for closing the review.

**B. Internal Review Team.** Each internal review team shall have two members (one from each Council or two from the one responsible Council). It shall be chaired by the member from the Council which did not chair the review team or, if one Council is involved, by whomever the Council Chair appoints.

**C. Internal Review Activities.** The internal review team shall become familiar with the review and outstanding issues. Members will read the review report, responses from the unit chair, academic dean, and others, Memorandum of Progress, and letter to the unit chair and academic dean informing them about the internal review. The team will participate in a one-day site visit (without external consultants) and will follow the same procedures as required for a full review, but in an abbreviated fashion targeted to the remaining problematic issues. When the internal review team members have concluded the site visit, they will prepare an internal review report.

**D. Draft Internal Review Report.** The internal review team chair shall be responsible for a draft internal review report that will follow the same procedures as required for a regular review report, and will serve as the basis for the UgC and GC consideration for ending the review. The other member shall concur with the draft. The report should explain why an internal review was recommended and what was accomplished during that time, identify what remains to be done to address recommendations of the review and how it will be accomplished, and suggest the year for the next review. The UgC and GC Chairs' letter to the unit chair and academic dean should be included in the attachments. The internal review report will be provided to the review team at the time of the next regular review.

**E. End of Review.** At the next scheduled GC and UgC meetings after the internal review report becomes available, the Councils will consider the findings and recommendations from the internal review team. The voting will be handled exactly as it is for programs closed immediately after the Progress Review Meeting. The internal review team chair shall be responsible for finalizing the final internal review report.