

GRADUATE PROGRAM REVIEWS

Programs Committee Process

Purpose of Program Review

Program Review is a systematic way to assess the quality of SIUE's academic programs and determine ways to improve the quality of education, scholarship, and service. The purpose of program review is twofold: first, to assure that the faculty and administration provide high-quality professional, graduate programs that meet student demand and societal needs; second, to identify opportunities or needs for improvement in each program. Program review provides the only third-party review of non-accredited programs and provides an objective internal review using IBHE and SIUE expectations for accredited programs.

Full & Abbreviated Program Reviews: Full program reviews occur every eight years. Programs that participate in external review for accreditation may be eligible to complete an abbreviated review process as determined by the Office of Academic Innovation and Effectiveness.

Interim Program Reviews: Interim program reviews occur a midway point in the eight year cycle to assess progress towards recommendations made during the prior full or abbreviated review.

Initial Program Reviews: For newly developed programs, an initial review will occur within two years of the program admitting students.

Expectations of Programs Committee Members

Programs Committee members provide objective, critical evaluations of the programs under review to ensure that SIUE is providing a quality graduate education in a field and in a manner to meet student demand and societal needs.

Prior to PC Meetings:

- review all Program Review materials on SharePoint prior to the committee meeting, including the review reports, enrollment/completion data, and Chair and Dean responses
- come to the committee meeting prepared with questions and comments to clarify reports and discuss challenges and strengths of each program

During PC Meetings:

- provide objective and honest feedback during review discussions and voting process

FULL & ABBREVIATED REVIEWS

Program Committee Meeting Process

Typically, the PC Chair will lead this process, including, if needed, limiting comment periods and discussions.

1. Prior to program and dean's office representatives arriving, display graphical enrollment, retention, and completion data.
2. Ask a representative from Program Review Team to share the below (*Max 5 minutes suggested*)
 - Top 2 most notable strengths of the program based on their findings
 - Top 2 priority challenges of the program based on their findings
3. Ask Chair and/or Graduate Program Director to respond to the top 2 strengths and top 2 challenges given by the Review Team. (*Max 5 minutes suggested*)
4. Ask Dean and/or Dean's Designee to provide their perspective on the review findings. (*Max 5 minutes suggested*)
5. PC members ask questions to seek clarity on any points of confusion or concern.
6. Dean, Chair, Grad Program Director leave the room. PC members discuss issues, concerns, and determine what major findings need to be included in the memo to the Graduate Council.
7. PC votes on the below. Someone must make a motion to vote for a specific response option, someone else must second, and then a vote is taken.

Members also determine what rationale will be included in the memo for each rating.

Enrollment and Completion

- Sustainable at Present Level
- Needs Intervention – Below Capacity
- Needs Intervention – Exceeds Capacity

Overall Standing

- In Good Standing
- Flagged for Priority Review
- Enrollment Suspended

Following the Programs Committee Meeting

1. The PC Chair will write a memo to the Graduate Council chair (cc'ing the Director of Graduate Education and the Associate Dean of the Graduate School) including the rationale and votes.
2. The PC memo will then be approved/denied by Graduate Council at the next GC meeting.
3. The GC Chair will write a memo to the Provost to approve/deny PC's memo, attaching the PC Chair memo (cc'ing the PC Chair, Program Chair/GPD/Dean, Assistant Provost for Academic Innovation & Effectiveness, Director of Graduate Education, Associate Dean of the Graduate School, and Dean of the Graduate School).

INTERIM & INITIAL REVIEWS

Program Committee Meeting Process

Typically, the PC Chair will lead this process, including, if needed, limiting comment periods and discussions.

1. Prior to program and dean's office representatives arriving, display graphical enrollment, retention, and completion data.
2. Ask Graduate Program Director and/or Chair to discuss how the program has taken action to respond to prior recommendations for interim reviews or how the program has established viability for initial reviews. *(Max 5 minutes suggested)*
3. Ask Dean and/or Dean's Designee, if present, to provide their perspective on the program's responsiveness to prior recommendations for interim reviews, or the viability of the program for initial reviews *(Max 5 minutes suggested)*
4. PC members ask questions to seek clarity on any points of confusion or concern.
5. All program representatives leave the room. PC members discuss issues or concerns.
6. PC votes on whether or not to accept the interim review report. Someone must make a motion to vote for a specific response option, someone else must second, and then a vote is taken.

Following the Programs Committee Meeting

1. The PC Chair will summarize the results at the next GC meeting, and the report will then be approved/denied by Graduate Council at the next GC meeting.