

**RESOLUTION ON THE PROCEDURE FOR REVIEW OF
EXISTING GRADUATE PROGRAMS
(#14-01/02-EP)**

WHEREAS, The graduate program review is designed to satisfy a Board of Trustee's requirement that all programs are to be reviewed approximately every seven years; and

WHEREAS, The WASC team suggested in the Fifth-Year Accreditation report (1990) that "The program review process should be modified to assess graduate programs distinct from undergraduate programs (p. 16)"; and

WHEREAS, The proposed graduate program review procedure outlines the additional material that should be provided during the department self-study; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend that the review of the graduate programs, in order to comply with suggestions in the WASC report, shall include the attached Review of Existing Graduate Program guidelines as revised; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that the review of graduate programs be conducted coincidentally with the departmental self-study when applicable; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that the review of graduate programs shall follow the process of departmental self-study as described in Administrative Memorandum P & VPAA 97-07: Department Self-Study and Resource Review (or more recent versions as they are available), including all timelines when appropriate; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that in the case of interdisciplinary graduate programs, the University Curriculum Committee (UCC) establish the review cycles; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend approval of the attached Review of Existing Graduate Programs as revised.

**HUMBOLDT STATE UNIVERSITY
OFFICE FOR RESEARCH AND GRADUATE STUDIES**

REVIEW OF EXISTING GRADUATE PROGRAMS

The graduate program review is designed to satisfy a Board of Trustee's requirement that all programs are to be reviewed approximately every seven years. Furthermore, in the Fifth-Year Accreditation Report (1990) of HSU prepared by WASC, the team suggests, "The program review process should be modified to assess graduate programs distinct from undergraduate programs (p. 16)." The review of the graduate program will be conducted coincidentally with the departmental self-study. The process for the departmental self-study is described in Administrative Memorandum P & VPAA 97-07: Department Self-Study and Resource Review. The present document outlines the additional material that should be provided during departmental self-studies of graduate programs. In the case of interdisciplinary graduate programs, the University Curriculum Committee (UCC) will establish the cycles.

The purpose of graduate program review is to promote and improve the quality of graduate education at Humboldt State University. It will be recognized as an important quality assurance mechanism on which University decisions could be based, relative to the funding of the program, for example. At its best, the program review process offers an occasion for academic units to reflect upon, and make adjustments to, their graduate programs, in keeping with changing times and progress in the discipline(s). For this reason, the production of the report should be based on a self-study that assesses past performance and looks forward to the next seven-year period.

PROGRAM REVIEW CONTENTS

THE PROGRAM(S)

1. Introduction: A description of the program(s), learning outcomes and how these are achieved, and a review of the curriculum.
2. Program strengths and weaknesses including action taken on the basis of concerns raised in previous department self-studies.
3. Special matters and innovative features of the programs, e.g., collaborative arrangements.
4. Relationship to external agencies, e.g. accreditation.

THE FACULTY

The Curriculum Vitae (CV) of each faculty member involved in the graduate program(s) should be included. The CV should include the following information:

1. Professional and academic information (degrees, awards, honors, editorial positions, etc).
2. A list of publications and/or creative activities (books, chapters, peer-reviewed scholarly journal articles, presentations, reports, juried performances or exhibitions) over the past seven years.
3. External and internal research funding over the past seven years, by year, source and amount. If it is a group grant, indicate whether the faculty member is a principal investigator or a co-applicant. External funding is not necessarily as applicable to some disciplines as to others.
4. List of graduate courses taught and graduate students supervised (in the culminating experience) over the past seven years.

On the basis of the information in the CVs, the Office for Research and Graduate Studies will document the following items:

1. List of **full-time, tenure-track faculty (and appropriate adjuncts)** who have taught a graduate course, supervised a culminating experience or served on a culminating experience committee in the past seven years. ~~Indicate core faculty members in each program (full-time tenure-track faculty that have participated in the graduate program in the last seven years).~~ Provide some indication of potential faculty retirements and replacements over the next seven years as well as during the previous seven years.
2. Total amount of external and internal research funding over the past seven years in a table by year and source (federal or state funding, foundations, industry, university, other).
3. ~~Current~~ Teaching assignments for the past seven years for each faculty member (graduate/undergraduate) and enrollment (graduate/undergraduate) in each course (provided to the Office for Research and Graduate Studies by a report from Enrollment Management).

PHYSICAL RESOURCES

Indicate the strengths and weaknesses of the graduate program regarding library resources, laboratory facilities, computer facilities, and space. ~~Some of these items will be documented in the departmental self-study, however, in the present review,~~ **To the extent that program resources at the graduate level can be distinguished from undergraduate program resources,** describe the impact of these strengths and weaknesses on the graduate program. ~~For instance, graduate student research, computer and study space.~~

GRADUATE STUDENTS

Provided by tThe Office for Research and Graduate Studies ~~will supply the following information in advance of~~ prior to the beginning of the program review process:

- 1 **Data analysis of e**Enrollment and graduations for at least the past seven years. ~~in a table form including mean and median time to complete the degree.~~
2. Source of applicants: HSU, other institutions, and international students.
3. What do our graduates do? For instance, **provide the percentage of students finding employment in their fields, the percentage of students who** continueing to a Ph.D. doctoral or other terminal degree program. The Office for Research and Graduate Studies will tabulate this information beginning in 1998 on the basis of ~~an existing~~ exit interviews and information from the Career Development Center. If you have knowledge of this information for students prior to 1998, it would be appreciated if you could supply it to the Graduate Records Clerk.
4. Outcomes of thesis/project work: Proportion of graduates who have at least one publication, or presentation emanating directly from their graduate work and a list of these publications or presentations. For performance related disciplines, juried exhibitions or performances may be regarded as the equivalent of publications. This information will be tabulated by the Office for Research and Graduate Studies on the basis of an exit interview as of 1998. If you have knowledge of this information for students prior to 1998, please supply it to the Graduate Records Clerk.
- 5 Funding of graduate students: Financial support for graduate students in the program over the past five years by source: University (TA, GTA, RA, Scholarships), External Scholarships, Faculty Research Grants or Contracts. Also, proportion of students receiving support and the average amount of support per student for each of the last seven years. The Office for Research and Graduate Studies will gather this information in collaboration with other units.
- ~~6. Employment of students after graduation (for those not continuing into Ph.D. program). Information to be provided by the Career Development Center.~~

Provided by the Graduate Coordinators in consultation with faculty:

- 1 Teaching/research assistantships of students for course credit and/or volunteer-based.
2. Internship opportunities for graduate students.
- 3 Projected graduate enrollments for the next seven years.

PROGRAM REGULATIONS AND COURSES

Provided by the Graduate Coordinator in consultation with faculty:

1. Program regulations including admission standards and explanation of admission policies for each program, course requirements, examinations, evaluation procedures, thesis evaluation procedures, language requirements (if any) and other requirements.
2. Part-time studies and/or extended education: If the program is offered on a part-time basis or to part-time students or through extended education, briefly describe how its delivery differs from the equivalent full-time program.

EXTERNAL REVIEW

The University will expect an outside consultant to review and comment on the degree program strengths and weaknesses and to provide a recommendation for the continuation, discontinuation, or modification of the program.

The Graduate Coordinator will in consultation with faculty:

Present a list of at least four proposed consultants from whom the Vice President for Academic Affairs will select a consultant. ~~The program should not contact the proposed consultants. In order to limit the costs, if possible for the program, the list should include names from other CSU campuses.~~ The list should contain the following information (if available) organized in the following manner:

- a) Name, rank/position
- b) Institution/firm (current mailing address; telephone, fax numbers, e-mail)
- c) Degrees-designation, university, discipline, date
- d) Area of specialization
- e) Professional experience/expertise relevant to service as a consultant for a graduate program (e.g., editor of journal, membership on editorial boards, administrative experience, academic recognition). A short statement regarding the appropriateness of the nominee as a consultant for this program would help the committee.
- f) *Recent* scholarly or creative activity (three to five *recent* publications or equivalent)
- g) Previous affiliation with the university (if any), and association with individual members of the faculty, e.g., student/professor relationship, co-authorship, close personal friendship. *Full disclosure is necessary to assist in the selection of the most appropriate consultants, to prevent conflicts of interest and to ensure an arm's-length relationship.*

~~Graduate Program Review Process~~

- ~~1. May 1 (prior year): Faculty in program provide C.V.s to Office for Research and Graduate Studies and Dean assembles pertinent data for graduate program review.~~
- ~~2. By September 1, the Graduate Coordinator for the program receives the pertinent data from the Dean for Research and Graduate Studies.~~
- ~~3. Fall term: Librarian/Bibliographer provides evaluation of library resources. Graduate Coordinator and Department Chair(s) prepare the program review document. Library resources review and review document are submitted to Vice President for Academic Affairs (with a copy to College Dean and Dean for Research and Graduate Studies) by October 1. List of proposed consultants sent to Vice President for Academic Affairs by October 1.~~
- ~~4. October 5: Vice President for Academic Affairs selects a consultant from the list provided by the department and sends report and arranges visit.~~
- ~~5. December 15: Consultant's report is due. Report is sent from the Vice President for Academic Affairs to the Graduate Coordinator, College Dean and Dean for Research and Graduate Studies.~~
- ~~6. February 1: Graduate program prepares a response to the consultant's report. The program review document, consultant's report and program response are sent to the College Curriculum Committee for review and recommendations. The College Curriculum Committee evaluates the strengths and weaknesses of the program, and recommends continuation or discontinuation of the program with or without change.~~
- ~~7. March 1: Graduate Council reviews documents and makes recommendation to UCC. The Graduate Council analyzes the program review and all other information received. It submits a report to the University Curriculum Committee with a copy to the Dean, Research and Graduate Studies. The report should address:
 - ~~a. The relationship of the program under review to the department(s) it is affiliated with and to overall university goals;~~
 - ~~b. Adequacy of resources;~~
 - ~~c. Recommendations of the outside reviewers;~~
 - ~~d. Overall quality of the program;~~
 - ~~e. Other issues raised.~~~~
- ~~8. April 1: University Curriculum Committee makes recommendation(s) to Vice President for Academic Affairs. The recommendation(s) is based on the program review, consultant's report, and Graduate Council report.~~
- ~~9. April 15: A subcommittee of the Joint Council, chaired by the College Dean with the Dean of Research and Graduate Studies as a member, reviews resource matters and makes a recommendation to the Vice President for Academic Affairs.~~

~~10. May 1: Vice President for Academic Affairs notifies graduate program of results of university wide evaluation.~~

~~Review of Graduate Programs: Deadlines for each stage:~~

Oct 1	Dec 15	Feb 1	Mar 1	April 1	April 15
Document prepared	Consultant Report due	Reviewed by CCC	Reviewed by GC	Reviewed by UCC	Reviewed by Joint Council

A department's graduate programs will be reviewed at the same time that its undergraduate programs are reviewed. In the case of interdisciplinary graduate programs that cross several different departments, the program review schedule will be specified in consultation with the Deans of Graduate and Undergraduate Studies.

Recommended Graduate Council: 13 April 1998; revision approved 1 March 1999
Accepted by the University Curriculum Committee: 23 March 1999
Accepted and Recommended by the Joint Council: 21 April 1999
Approved by the Vice President for Academic Affairs: 23 April 1999

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