

UMD UNDERGRADUATE PROGRAM REVIEW POLICY

Review of academic programs is an essential component of UMD's mission and enterprise. It serves as a quality check upon what we are currently doing as well as suggesting new directions and objectives. The results of these reviews can be incorporated into the planning activities of the campus and used to modify those plans of previous years. It is important to have an evaluation which expresses both objectivity and disclosure of its findings.

1. Frequency:

Reviews of all programs at UMD will occur at five to seven year intervals. In certain cases, programs from two or more departments may be reviewed together. When an accreditation visit occurs, this may constitute part or all of the review. If it does not, the review should be done as soon as possible thereafter.

2. Charge:

A list of specific questions for each review team will be defined, with additional questions as desired by departmental faculty, the Dean, and the VCAA Office. Questions will pertain to the strengths and weaknesses of the program relative to curriculum; advisement and mentoring; faculty research/scholarship/creative activity; student recruitment, retention, and graduation rate; program assessment; facilities and support (space, funding, staffing, etc.). Review questions should be addressed in the self-study document and by the review team. The initiative for developing this charge will reside in the VCAA Office.

3. Self-Study Document:

The self-study document is the responsibility of the program being reviewed. It should be completed four to six weeks prior to the visit of the review team.

4. Review Team Composition and Selection:

The review team will typically consist of three members. The department will prepare a list of at least six potential reviewers for an undergraduate review. The names of these potential reviewers, along with their CVs and a brief rationale for each choice, will be submitted to the Dean. The nominees should be individuals having experience in programs similar to those being reviewed. The Department should check with these people in advance to determine if they are willing and available. It is most desirable that review of programs be done by individuals outside of the University of Minnesota system. Names should be submitted at least four months prior to a review. The Dean will forward this list, together with his/her recommendations, to the VCAA

5. Visit:

The VCAA office will appoint and invite the team members and assist in making hotel arrangements, coordinating travel schedules, and the handling of reimbursements. Typically the team will arrive on the evening of day #1 and visit the campus on days #2 and #3. Departure will normally occur during the afternoon of day #3.

The Department will be responsible for arranging the on-campus schedule for the team. Unless otherwise approved by VCAA a typical visitation schedule will include:

- a. Dinner with the VCAA and Dean on the evening prior to the campus visit.
- b. Meeting with the Dean on the first morning of the visit.
- c. Meetings, individually or in groups, with the department head, department faculty, and undergraduate students.
- d. Meetings with appropriate individuals in related programs.
- e. Tour of the department and other related facilities.
- f. Dinner on day #2 and the rest of that evening will be left open for the team to meet on its own.
- g. A exit meeting, just before or just after lunch on day #3, with the Chancellor, the VCAA, and the Dean

6. Post Visit:

The team will be requested to submit its report to the VCAA within four weeks of their visit. Copies of the report will subsequently be distributed to the Dean and the Department.

The Department will submit a response to the team's report to the Dean and VCAA. A meeting will be held involving representatives from the Department and appropriate administrators. An administrative summary will be prepared and provided to the Department within two months of receipt of the department's response. This summary will also describe the extent to which implementation of the review team's recommendations will or will not occur.

7. Funding:

VCAA will cover honoraria, travel, lodging, and meal expenses for review team members. Meal expenses for department members if a joint meal is planned and/or expenses for a departmental reception are the responsibility of the department/collegiate

unit. The expenses of preparing and duplicating the self-study document are borne by the program under review.

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