

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-340
ACADEMIC POLICY TITLE: COGS – Procedures for Regular Review of Graduate Programs	EFFECTIVE DATE: August 24, 2018
RESPONSIBLE DEPARTMENT: University Office of Institutional Research and Planning, Office of the President, Respective College Deans	Applies to: COGS Students

(A) PURPOSE

The purpose of this policy is to provide an opportunity for continuous quality improvement of the programs in the College of Graduate Studies; to assure alignment with the mission, vision, and strategic plans of the College and the University; to determine student, faculty and stakeholder satisfaction; and provide for effective and efficient resource utilization within the College.

(B) SCOPE

This policy applies to all programs in the College of Graduate Studies.

(C) DEFINITIONS

All words have their ordinary meaning, unless otherwise defined in the University Faculty Bylaws or this policy.

(D) POLICY STATEMENT

- (1) The purpose of a program review is to evaluate the performance of the graduate programs in the context of the mission, goals and standards of the College of Graduate Studies; ensure continuous improvement; determine if resources are being used in the most efficient and effective manner; and determine the level of satisfaction of diverse stakeholders.
- (2) Program reviews shall occur at least every seven (7) years. The Dean of Graduate Studies, in consultation with the Graduate Faculty Council, will develop the schedule of program reviews.
- (3) The program review will include an assessment of the degree to which the program is meeting its mission and goals, its curriculum, capacity and resources.
- (4) Program reviews will be integrated with University assessment measures to improve coordination, collaboration and communication of information in accordance with the timeline set forth in this policy and Exhibit 1.

(E) REVIEW PROCESS

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(1) Selection

In July, the Office of the Dean, College of Graduate Studies, shall notify the appropriate program director that the graduate program is to be reviewed.

(2) Self-Study

The review process begins with a self-study study led by the program director and conducted by the program faculty, which results in a Self-study Report.

- (a) The Self-study Report will be prepared by the program director.
- (b) If an academic program is accredited by an outside body, the most recent accreditation report may be submitted along with, but not in lieu of, the self-study report.
- (c) The format and content of the Self-study Report for the College of Graduate Studies can be found in the COGS Program Review Self-Study Report Form (Appendix A).
- (d) The Self-Study Report is submitted electronically to the Dean by the following January 15.
- (e) The Self-study Report will be provided to the Review Committee through the Office of Institutional Research.

(3) Composition of the Review Committee

- (a) The Review Committee will be appointed by the Dean, College of Graduate Studies. The Review Committee will consist of at least three (3) members, one of whom must be an external reviewer.
- (b) Names of potential external reviewers are submitted by the program director to the Dean of Graduate Studies by September 1. The external reviewers should be experts in the discipline being reviewed, senior in rank, have experience in administration, and should have no professional or personal conflict of interest with the program under review or members of its faculty.

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- (c) The Review Committee will be appointed by the Dean, College of Graduate Studies, during the period in which the Self-study occurs.

(4) Structure of the Review

- (a) The Office of Institutional Research will provide administrative support for the process.
- (a) The Self-study Report will be provided to the Review Committee through the Office of Institutional Research.
- (b) The Review Committee may use a number of methods in the review process including benchmarking, surveys, interviews of key stakeholders including the dean(s) of the college(s) housing the coursework and appropriate chairperson(s), current and former students and individuals playing a key support role for the program.

(F) THE REPORT

- (1) The Review Committee shall prepare a written report of its program review conclusions.
- (2) The Review Committee will make every effort to preserve the anonymity of the persons who provided input into its report.
- (3) The Review Committee will submit its report through the Office of Institutional Research to the Dean and the President by April 1.
- (4) The Review Committee Report is provided to the program director, who has the option to prepare a document in response to the Review Committee Report. The purpose of the response document is to correct factual errors or errors of interpretation. The response document is due to the Dean of Graduate Studies within two (2) weeks of receipt of the Review Committee Report. This response document will be also provided to the Office of the President.

(G) IMPLEMENTATION OF RECOMMENDATIONS

- (1) The Dean will discuss the Review Committee findings with the program director.

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- (2) The program director, after consultation with appropriate faculty bodies, will develop an Action Plan based on recommendations from the Review Committee Report.
 - (a) The Action Plan should include specific action items to be completed over the next two (2) years.
 - (b) Action items should be prioritized.
 - (c) Each item should specify measures and performance standards, as well as an estimated completion date.
- (3) The Action Plan should be submitted to the Dean of Graduate Studies at least one (1) week prior to a scheduled Action Plan Meeting.
- (4) Two (2) years after the conclusion of the review, the program director will submit a report to the Dean on progress made on each item identified in the Action Plan. A second Update Report may be requested at a later date if insufficient progress has been made.
- (5) Periodic progress reports may be required between reviews.

Exhibit 1

Program Review Timeline

