

UNIVERSITY OF WISCONSIN-MADISON

COLLEGE OF ENGINEERING

GUIDELINES FOR GRADUATE PROGRAM REVIEW

Purpose: UW-Madison has mandated regular reviews of all graduate academic programs. After a program is established the first two reviews must occur within five and ten years, respectively. Subsequent reviews must occur at least once in 10 years. The purpose of these reviews is to examine the strengths and challenges of the program, recognize its accomplishments, and plan for the future. For more details, see <http://apir.wisc.edu/programreview.htm>.

In College of Engineering (CoE), the graduate program reviews will assess:

- the efficiency and effectiveness of program operations directed at the core program missions encompassing research, teaching, and service, and
- the delivery of graduate education and training.

Review Procedure:

- a. The Dean (or the Associate Dean for Academic Affairs) will inform the program of the review schedule.
- b. The program will generate a self-study (see self-study guidelines below) within two months of being informed of the review process.
- c. The Graduate Program Assessment Committee (GPAC) will appoint a Program Specific Review Committee (PSRC) comprised of faculty from UW- Madison campus. The chair of PSRC will usually be from CoE and be a member of the GPAC. The committee will include at least one designated representative from Graduate Faculty Executive Committee (GFEC) to meet the Graduate School requirements.
- d. A preliminary meeting with the Dean (or the Associate Dean for Academic Affairs), Program Director or Department Chair, and the PSRC Chair will be held to discuss the overall charge to the PSRC, to identify specific areas for review, and to note specific areas of concern.
- e. PSRC will examine the self-study and generate a written report. PSRC will usually interview the Program Director or Department Chair, selected faculty, staff, and/or students, though a good self-study should make extensive interviews unnecessary.
- f. The program will be offered an opportunity to respond, in writing, to the PSRC report.
- g. Following the internal review, the Dean may appoint an External Review Committee comprised of representatives from peer academic institutions and industry in consultation with program faculty, internal PSRC members, and others close to the program. External review will not be required in most cases.
- h. The self-study, PSRC report, and external committee report (if conducted) will be provided to CoE GPAC for discussion. Some personnel issues may be excluded from materials given to the GPAC. The goal of the discussion at the GPAC is to provide feedback to the program and to the Dean on the report as well as

- encourage other programs to learn from the reviewed program's experience.
- i. The report from GPAC will be forwarded to CoE APC for subsequent action.
- j. The Dean will meet with the Program Director or department chair (including other faculty and staff as needed) to discuss the results of the review and plan for a follow-up by the program, the Dean, and campus to address issues raised in the report.
- k. The Dean will write a letter to the program indicating the views of the APC, and the Dean's decisions on what actions are needed. As required by campus requirements, the Dean will submit a summary report to the Office of the Provost and the Graduate School.
- l. Following review of the summary report by the campus committees, the Dean will communicate their recommendations to the program and to GPAC.

Self-Study Guidelines

The self-study should not exceed 25 pages. In general, the self-study should include:

- A. Executive Summary (1-2 pages)
- B. Overview of the Program
 - a. Mission of the program and its fit within the mission of the department(s) and compliance with Graduate School and University requirements for degree granting programs.
 - b. Assessment of program's reputation among its peers at other institutions.
 - c. Strategic objectives of the program over the next 3, 5, and 10 year horizons.
 - d. Evolution and major changes to the program since the previous review.
- C. Educational Program and Students
 - a. Program structure and characteristics. Briefly describe program's governance model.
 - b. How does the program ensure exposure to breadth.
 - c. Program learning goals and evidence of student learning.
 - d. What do students do after graduation? Is it consistent with program's goals?
 - e. Recruitment, admission, and enrollment, and graduation trends (5- year history). Assessment of program's efforts to enhance diversity of students enrolled in the program.
 - f. Funding opportunities available to the program students.
 - g. Professional development opportunities for students.
 - h. Student services and academic support. Discuss how program learning goals and program requirements are communicated to the students. How are policies and procedures to redress student grievances communicated to the students?
- D. Faculty, staff, infrastructure, and budget
 - a. Faculty and staff FTE over the past 5 years
 - b. Instructional budget for the past 5 years
 - c. Assessment of infrastructure support available to the program
 - d. Assessment of staffing and infrastructural needs for the next 5 years
- E. Faculty, staff, and students scholarly work
 - a. Summary of scholarly accomplishments by faculty, staff, and students
- F. Overall analysis of the self-study and state of the program.