

THE GRADUATE SCHOOL
UNIVERSITY *of* WASHINGTON

Planning for an Academic Program Review Site Visit

Updated July 2023



Introduction

Purpose of this meeting: Assist in preparing for your site visit

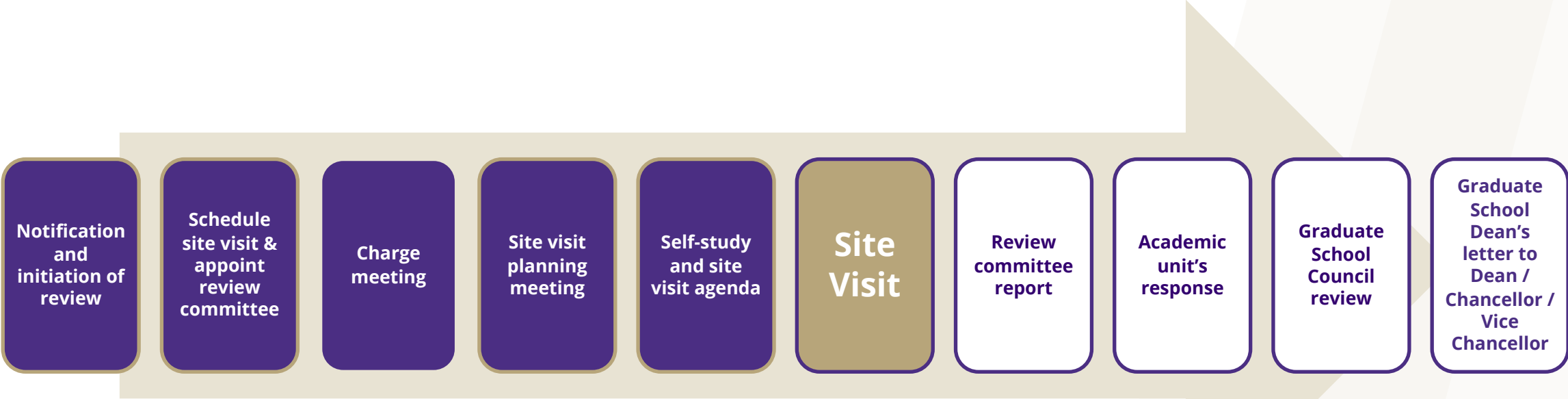
Outline for this session:

- > Refresher – program review purpose and process
- > Identifying roles and responsibilities in preparing for the site visit
- > Discuss the self-study requirements and resources
- > Discuss site visit agenda requirements and resources

Purpose of Program Reviews

- > Primary Focus: Evaluating educational program quality & unit climate
- > Emphasis: Strategic planning & continuous improvement
- > Includes all undergraduate and graduate programs
- > Compliance with university mandate and institutional accreditation

The Program Review Process



Refer to charge letter for specific dates

Preparing For Site Visit

Responsibilities leading up to the site visit

This information will be discussed in more detail later in the program review process. For further reading, visit the [Program Review Site Visit Planning website](#).

GS OFFICE OF ACADEMIC AFFAIRS

- Liaison between review committee and unit
- Manages program review shared drive
- Schedules exit discussion participants (typically 9 months earlier)
- Arranges & pays for:
 - > Catering/refreshments from Bay Laurel
 - > Boxed lunch deliveries from off-campus vendor
 - > External reviewer travel and accommodations
 - > Review committee dinners

ACADEMIC UNIT

- Drafts the self-study
- Develops agenda & schedules participants
- Secures conference room(s)
- Invites students
- Designates a staff liaison “on call” during site visit to:
 - > Respond to committee questions
 - > Receive coffee and lunch deliveries
 - > Prepare and clean up site visit venue

The Self-Study (Part I)

Full self-study guidelines can be found on the [Graduate School program review website](#)

CONTENTS

- Cover sheet with key stakeholders & department/school/program information
- Table of contents
- Executive summary
- **A:** Required background information for review committee
- **B:** Context for committee as they address unit-defined questions
- **C:** Required appendices
- **D:** Non-required appendices (unit's discretion)

The Self-Study (Part II)

Full self-study guidelines can be found on the [Graduate School program review website](#)

REQUIREMENTS

- Limit of 25 pages (For sections A+B)
- Must be authored by unit faculty leadership
- One PDF of Parts A-C
- Adhere to FERPA guidelines – any sensitive information goes in non-required appendices
- Be sure all hyperlinks are live in the pdf version
- Deadline established at charge meeting and specified in the charge letter

Site Visit Agenda



Eight weeks before site visit, unit provides draft site visit agenda with self-study



Office of Academic Affairs reviews and comments on draft agenda
Office of Academic Affairs sends to review committee for feedback



Unit revises agenda and finalizes schedules for participants and conference rooms



Site visit agenda must be finalized at least two weeks before site visit

Site Visit Agenda Standards & Best Practices

Site visit agenda guidelines can be found on the [Graduate School program review website](#)

Site Visit Exit Discussion

The site visit will culminate with an exit discussion in which the review committee will provide an overview of its findings to be shared in the written report.

PART I

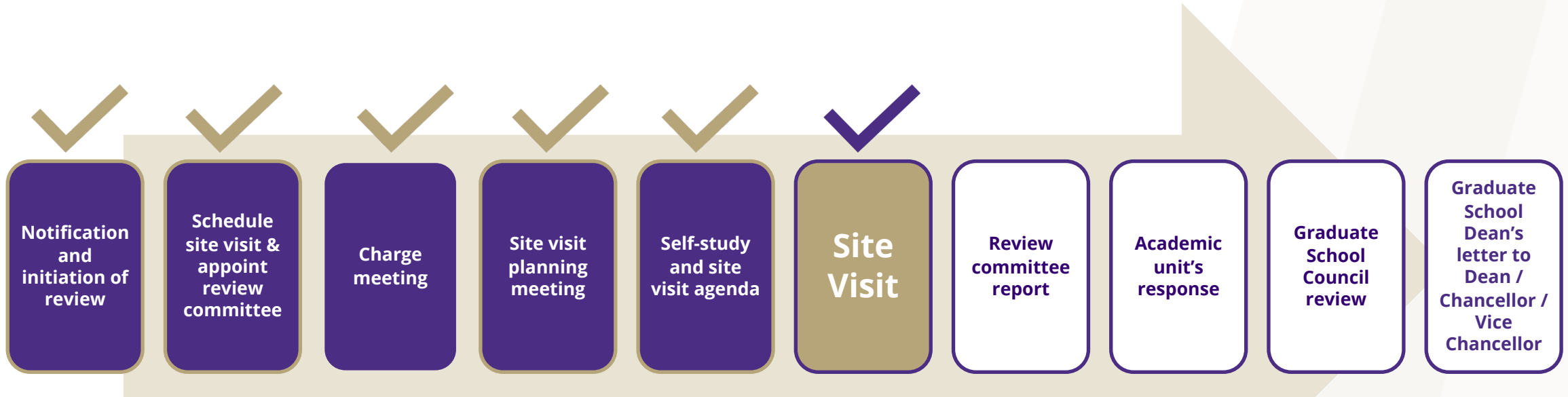
- Associate dean of academic affairs, UW Graduate School
- College or school dean/vice chancellor (or designee)
- Unit leadership
- Associate vice provost for academic and student affairs
- Associate dean of Undergraduate Academic Affairs
- Director of program review, UW Graduate School

PART II

- Executive session without unit leadership

**Exit Discussions have already been scheduled for 2023-2024 site visits*

Final Actions



Refer to charge letter for specific dates

Program Review Documents



Review
committee
charge letter

Site visit
agenda

Self-study*

Review
committee
report*

Unit's response
to report*

Letter to
dean/vice
chancellor*

**Published
on password
protected
[UW program
review archive](#)
upon completion
of the review*

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Questions?

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- > Chris Partridge, Director, Academic Program Review
- > Ann Busche, Academic Program Review Specialist

