Undergraduate Program Review Checklist (Program Chair must sign off)  
____________________ Program

Program Contact information for review materials. In the far right column, please indicate who is in charge of the program self statement and the program data you are submitting, also please indicate whom we should contact for scheduling your faculty and staff to meet with the reviewers:

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<thead>
<tr>
<th>Chair name</th>
<th>Phone Extension</th>
<th>email</th>
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</thead>
<tbody>
<tr>
<td>Administrator name</td>
<td>Phone Extension</td>
<td>email</td>
</tr>
<tr>
<td>Student Affairs staff name</td>
<td>Phone Extension</td>
<td>email</td>
</tr>
<tr>
<td>Other Student Affairs staff name</td>
<td>Phone Extension</td>
<td>email</td>
</tr>
<tr>
<td>Other contact/title</td>
<td>Phone Extension</td>
<td>email</td>
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Place a checkmark below to ascertain you have included the required information in your program package. It is important to note that conformity to the Academic Senate guidelines is necessary. A lack of information and/or excessive information outside of the realm of undergraduate education can be harmful to your program’s desired outcome.

The department is asked to provide 2 draft copies of the entire program self-study packet to Gladis Herrera-Berkowitz, Office of the Vice Provost for Undergraduate Education, Room 321 Surge Building and Sherry Gonzalez, Academic Senate 2 weeks prior to the due date. The Academic Senate and Undergraduate Education will conduct a preliminary review of the materials and make recommendations if necessary. The department will be notified by the Academic Senate office to resume with sending the remainder of the 15 copies if no changes are necessary. Listed below is the required information for the packet:

___I.) Introduction and Contact Information
- Tables of organization: Program provides the substructure within the department/program, including departmental level structure such as a curriculum committee, educational advisory committee, Vice Chair for teaching, etc.

___II.) Program Goals and Description
2-5 pages in length:
- Educational philosophy: What do you want your students to learn and what skills do you want them to develop?
- Perceived strengths and weaknesses of program
- Recruitment and outreach plans
- Major changes in the program since the last review (if applicable)
- Any issue the program wants to bring up that would be helpful to the review

Separate addenda:
- Faculty I&R FTE and faculty/student ratios
- Staff personnel allocation for the last three years (Student Affairs only)
- Department materials available to students (handbooks, program descriptions, course descriptions and syllabi, web page materials)
- Structure of degree(s) and specialty tracks
- All courses taught in past three years by Lecturers and Associates In
- Class sizes at the introductory and upper division levels
- Courses in your program taught by faculty from outside your program
- Courses in other departments/programs to which your faculty contribute
- TA allocations for last three years
- Role of instructional technology in the classroom and the teaching laboratory
- Department expenditures related to undergraduate education

III.) Learning Outcomes and Assessment Results
- List specific learning outcomes for departmental major(s). What should your majors know upon graduation?
- Measures used to assess whether these outcomes were attained. (For example: capstone course, portfolio, exit exam, survey of majors).
- Results of recent assessment and examples of curricular or other reforms that have followed from this assessment.

IV.) Student Data-5 Year summaries as of Fall quarter of ea. academic year
- Financial support: extramural grants, academic and research fellowships, and financial aid.
- Advising, mentoring and career development
- Undergraduate research or other scholarly activity, including presentations and publications

V.) Instructional Facilities
- Classrooms
- Instructional laboratories
- Information resources: library and computer
- Statement of future needs/requirements

VI.) Institutional Support
- Program and college support personnel
- Institutional services

VII.) Faculty Data
- For each faculty member, include a summary that includes: 1) academic biographies including publication lists (standard UCR form); 2) area(s) of specialty and their impact on the undergraduate degree programs; 3) grants that impact the undergraduate program (including undergraduate research); 4) 3-year teaching load data form.
- Departmental workload summary with discussion of major-related and service instruction for other programs
- Copies of teaching evaluations for all undergraduate courses for the previous two years (these will be kept confidential by the Senate and made available to the reviewers when they visit the campus.) One copy of these materials in a binder will suffice.
- Distribution of faculty among sub disciplines for past 5 years and recruitment plans for future

I verify that each of the above materials requested from the program are here in 15 collated and 3 hole punched packages.
Signature of program chair: ________________________________

Please turn in the requisite 15 copies of the self study care of Gladis Herrera-Berkowitz, Office of the Vice Provost for Undergraduate Education, Room 321 Surge Building, on or before the due date requested by the Academic Senate Committee on Educational Policy. All questions regarding the review can be directed to Senate staff member, Sherry Gonzalez, at: sherry.gonzalez@ucr.edu.