Early in the year, 2012

Chair
Graduate Program

As you know, the ___ graduate program (in your department) is scheduled for review by the Graduate Council during the academic year 2012/13. Below is a description of the items that you will need to prepare for the extramural review team. After you have a chance to review the guidelines, I would like to meet to with you to facilitate the process and answer any questions you have.

The visiting team will have access to information provided by the Graduate Division, the Office of Institutional Planning and Analysis, and your program, as requested below. Questionnaires will be sent to all faculty members, including yourself, as well as to current graduate students and to those who have received Ph.D. degrees since the last review. Data provided by other sources will be sent to you for correction before being sent to the reviewers (except for responses to questionnaires, which are strictly confidential). The program, with the help of the Graduate Council and Graduate Division, should summarize the data to make it most useful for the external review team. It should also be used as input to the report you provide the external reviewers, which is detailed below. For your reference, I have appended the list of questions that the extramural team is asked to address.

Would you, as department chair (or program director), in consultation with your faculty as you deem desirable, provide the following items. All items should be sent electronically.

1. A concise report based on self-study of the program’s strengths and weaknesses, long-range goals, major changes since last review, and anything the program wishes to bring to the attention of the visiting team or the Graduate Council. The report is the vehicle by which the review team will first understand the philosophy, goals, and scope of your program and thus, in turn, provide constructive and accurate feedback to you. It will comprise a major portion of the basis for the site visit interviews. It will also become an appendix to the report and recommendations arising from the review. Thus, your own presentation of your program will be available to everyone who receives the review report and recommendations. The report should be five to fifteen single-spaced pages depending on the size and complexity of the program – guidelines enclosed.

2. List of faculty members by rank including department affiliation and participation in other graduate programs.

3. Brief biographies for faculty members, including grant and individual fellowship support in the period since the department/program’s last review – sample format enclosed.

4. A page listing links to website materials available to graduate students (handbook, program descriptions, procedures statement, recruiting items, etc.).
5. Placement data for all Ph.D. degrees awarded since the last review, arranged by date of award of degree, listing dissertation director, first position and current position -- sample format enclosed.

6. The WASC learning outcomes for graduate study that has already been prepared recently by your department/program.

We will need the final versions of all these documents within four to six months, but members of Graduate Council will work with the department/program over the spring quarter to set up a specific timetable for interaction with us and completion of these documents.

Chair
Graduate Council

cc: Executive Vice Chancellor & Provost Rabenstein
Interim Dean M. Yates
Graduate Advisor
FAO