Graduate Program Review
Retreat..

Goals:
- Clarify overall process & expectations
- Answer your questions and hear your concerns
Overview:

• TIMELINE
• What we give you…
• What you give us…
• What you don’t see…(questionnaires)
• How this is all put together (eBinder)
• Nuts and bolts of the visit
• What does closure mean?
THE PROCESS OF A GRADUATE PROGRAM REVIEW

1. Program materials submitted to Graduate Council
   DUE OCTOBER 17, 2016

2. Senate Analyst forwards program review materials to Graduate Council Review Subcommittee for review. Subcommittee may suggest revisions to the program.

3. When materials are finalized, Senate Analyst compiles program binder and sends to program for final review and approval before forwarding to extramural review team and appropriate administrators.

4. Confidential questionnaires sent by C&C to all faculty, graduate students, former students
   Questionnaires OPEN BY: OCTOBER 10, 2016
   Questionnaires CLOSE: OCTOBER 21, 2016

5. Extramural Review Team Visits
   External Review Team Report is due 2 weeks after review

6. Extramural report of review team is sent to all program faculty for "corrections of fact" (usually a brief document)
   DUE FROM PROGRAM 2 WEEKS AFTER RECEIPT OF REPORT

7. Graduate Council votes whether or not to accept the program’s response document "as is". Further communication between Council and the program may be necessary before the review process is formally closed.
   DUE FROM GRADUATE COUNCIL AT THE NEXT MONTHLY MEETING

8. Findings & Recommendations (F&R) document is sent to the program. The program’s detailed response to the F&R should respond to each point of the F&R in detail.
   DUE FROM PROGRAM 4 WEEKS AFTER RECEIPT OF F&R

9. A Findings & Recommendations (F&R) document is prepared by Graduate Council. The F&R includes actions that should be taken by the program.
   DUE FROM GRADUATE COUNCIL 2-3 WEEKS AFTER RECEIPT OF PROGRAM’S "CORRECTIONS OF FACT"

* After site visit – Subsequent timeline assumes a simple review and may be adjusted if complications arise
What we give you…

• Students -
  – Total degrees awarded
  – Statistics on student cohorts
  – Doctoral exit survey data
  – Applicant & admissions information (GPA, domestic / international, etc - for both accepted & rejected applicants)
  – Financial support (general sources of funding)
  – Student FTE and workload, student / faculty
  – General campus headcount enrollment by major
What we give you...

- **Faculty** -
  - FTE (budgeted and filled)
  - Faculty teaching load - sorted by faculty name
  - Grant activity (based on faculty list provided by program)

- **Program** -
  - course enrollment & courses taught
  - program budget and expenditures
  - staff headcount
What you give us…

• Students:
  – Ph.D. Placement data - *note* - the contact information helps us to send out confidential questionnaires to former students
  – Program material distributed to graduate students (links)
  – Learning outcomes (optional)
What you give us…

• Faculty:
  – List of faculty by rank
    • Indicate any distinctions between core and affiliate faculty and summary of bylaws indicating voting rights of both types of faculty
  – Self-Study report; including (when relevant) faculty grant activity summary / analysis
  – Digested faculty biographies (biosketches)
What you give us...

- **Program Self-study**
  - A. Consultation Process
  - B. Vision statement & Overview
  - C. Graduate Degree programs
  - D. Resources & Grant funding analysis
  - E. Comparison to previous review

A plot of the number of grant-linked publications from 2007 to mid-2010 for 2,938 investigators who held at least one NIGMS R01 or P01 grant in Fiscal Year 2006 as a function of the total annual direct cost for those grants. For this data set, the overall correlation coefficient between the number of publications and the total annual direct cost is 0.14.
DEPARTMENT OF [OR PROGRAM IN] XXXXXXXXXXXX, FACULTY INFORMATION
BRIEF BIO-SKETCH

NAME:

POSITION TITLE:

YEAR AND RANK OF APPOINTMENT AT UCR:

JOINT OR COLLABORATING APPOINTMENTS IN OTHER PROGRAMS, DEPARTMENTS,
OR CENTERS:

HIGHEST DEGREE EARNED, INSTITUTION, YEAR EARNED:

POSTDOCTORAL TRAINING:

AREAS OF RESEARCH SPECIALIZATION:

TOTAL NUMBER OF PEER-REVIEWED PUBLICATIONS: XX

FIVE MOST IMPORTANT PEER-REVIEWED PUBLICATIONS:

SELECTED AWARDS AND HONORS OVER THE PAST TEN YEARS:

ADMINISTRATIVE POSITIONS AND SELECTED MAJOR COMMITTEE/SERVICE WORK
OVER THE PAST TEN YEARS, INCLUDING DATES OF SERVICE:
GRADUATE COURSES TAUGHT OVER THE PAST TEN YEARS:

NUMBER OF GRADUATE STUDENTS SUPERVISED IN THE PAST TEN YEARS:

<table>
<thead>
<tr>
<th>STUDENT CATEGORIES</th>
<th>THESIS CHAIR</th>
<th>THESIS MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. students who have completed their degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D. students in progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D. students supervised in other graduate programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s students who have completed their degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s students in progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s students supervised in other graduate programs</td>
<td></td>
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</tbody>
</table>

OTHER MENTORING OR SUPERVISION OF GRADUATE STUDENTS (THIS MAY DIFFER BY PROGRAM AND MAY NOT ALWAYS BE RELEVANT):

FOR FIELDS IN WHICH EXTRAMURAL GRANTS COMPRIZE A SIGNIFICANT ACTIVITY, PLEASE PROVIDE INFORMATION ON YOUR CURRENT RESEARCH GRANTS AND THE NUMBER OF GRADUATE STUDENTS YOU CURRENTLY SUPPORT WITH GRANT MONEY:

<table>
<thead>
<tr>
<th>TITLE OF GRANTING AGENCY</th>
<th>TOTAL AWARD (DIRECT COST)</th>
<th>NUMBER OF GRADUATE STUDENTS SUPPORTED THROUGH THIS GRANT</th>
</tr>
</thead>
</table>
Name: Abigail Penguin
Title: Penguin in Charge of Everything
Year and Rank of UCR appointment: 2011, Assistant Professor
Year and institution of Ph.D.: 2006, University of the South Pole
Brief description of specialty areas: Eating fish, raising baby penguins

Number of peer-reviewed publications: 100

Five most important publications:
XXXXX
XXXXX

Selected Awards and Honors, 2004 to present:
XXXXX
XXXXX

Graduate Courses Taught, 2004 to present: Catastrophic Climate Change

Current graduate students (Ph.D.):

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Department/Program</th>
<th>Date started</th>
<th>Anticipated graduation date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Penguin</td>
<td>Art of Carving Things Done</td>
<td>09/2011</td>
<td>07/2016</td>
</tr>
<tr>
<td>Mark Penguin</td>
<td>Art of Carving Things Done</td>
<td>09/2013</td>
<td>07/2017</td>
</tr>
<tr>
<td>Phillip Starg</td>
<td>Art of Carving Things Done</td>
<td>09/2012</td>
<td>07/2017</td>
</tr>
<tr>
<td>Steve Penguin</td>
<td>Biology</td>
<td>09/2013</td>
<td>07/2017</td>
</tr>
</tbody>
</table>

Former graduate students who graduated or left your group over the past 5 years:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Department/Program</th>
<th>Date started</th>
<th>Date completed or left group</th>
<th>PhD Awarded?</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Extramural grant information, 2004 to present:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
<th>Period</th>
<th>Number of Graduate Students Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Wildlife Fund</td>
<td>50,000</td>
<td>07/2014-06/2015</td>
<td>2</td>
</tr>
<tr>
<td>Zoological Association Research Fund</td>
<td>50,000</td>
<td>07/2013-06/2015</td>
<td>2</td>
</tr>
</tbody>
</table>
The super secret questionnaires

- Administered by computing
- Read only by external review team & GC (subcommittee)
- Remain closed & confidential
Assembly of the eBinder

- Program can provide a customized cover sheet for the eBinder (optional)
Nuts and Bolts of the Visit

• **Schedule**
  
  – Program fills in the blanks
    • Meetings with faculty, students, postdocs (students must have opportunity to meet with reviewers without faculty present)
    • Consider group dynamics (make sure that some of these sessions explicitly exclude program directors/department chairs, associate deans, etc.)
    • Suggestions for lunch with directors of related programs
  
  – Customizing the schedule - Tour of facilities?
  
  – Reception on the first evening? - *optional*
    (organized & paid for by program; must be held on campus with invitations extended to all faculty and graduate students; attendance can be an early indicator of faculty engagement in the program)
# SAMPLE
## Graduate Program Review
### Review Schedule

**External Review Panel:**
- Reviewer name
- Reviewer name
- Reviewer name

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, January 11, 2017 - arrival</strong></td>
<td><strong>Take Super Shuttle to Hyatt Place</strong>&lt;br&gt;3500 Market Street&lt;br&gt;Riverside, CA 92501</td>
<td></td>
</tr>
<tr>
<td><strong>Thursday, January 12th</strong>&lt;br&gt;(Chair or Vice Chair of Graduate Council will pick up reviewers at Hyatt Place)&lt;br&gt;Registration desk at 7:30 AM</td>
<td><strong>Meeting with Graduate Council Chair</strong>&lt;br&gt;or Vice Chair and Members of Review Subcommittee</td>
<td>Senate Conference Room, 219 UOB</td>
</tr>
<tr>
<td>8:00 – 8:30 AM</td>
<td><strong>Meeting with Graduate Council Chair</strong>&lt;br&gt;or Vice Chair and Members of Review Subcommittee</td>
<td>Senate Conference Room, 219 UOB</td>
</tr>
<tr>
<td>8:35 – 9:05 AM</td>
<td><strong>Meeting with Graduate Dean Children</strong></td>
<td>Senate Conference Room, 219 UOB</td>
</tr>
<tr>
<td>9:10 – 9:40 AM</td>
<td><strong>Meeting with College Dean and Division/Assoc. Deans</strong></td>
<td>Senate Conference Room, 219 UOB</td>
</tr>
<tr>
<td>9:45 – 10:15 AM</td>
<td><strong>Review Teams regroup/Break</strong></td>
<td>Senate Conference Room, 219 UOB</td>
</tr>
<tr>
<td>10:20 – 11:50 AM</td>
<td><strong>Meeting with Program Leadership - Chair and Graduate Advisor(s)</strong></td>
<td>Senate Conference Room, 219 UOB</td>
</tr>
<tr>
<td>12:00 – 1:00 PM</td>
<td><strong>Lunch with Chairs of related graduate programs</strong></td>
<td>Senate Conference Room, 220 UOB</td>
</tr>
<tr>
<td>1:00 – 1:15 PM</td>
<td><strong>Team moves to Department</strong></td>
<td>At department</td>
</tr>
<tr>
<td>1:20 – 4:00 PM</td>
<td><strong>Meetings with faculty and students:</strong>&lt;br&gt;1:20-2:10 – 2:10-2:20 – Break 2:20-3:00 – 3:00-3:10 – Break 3:10-4:00</td>
<td>At department</td>
</tr>
<tr>
<td>4:00 – 5:00 PM</td>
<td><strong>Reception (optional)</strong></td>
<td>On campus location</td>
</tr>
<tr>
<td><strong>Program escorts team to Hyatt Place</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6:00 PM</strong></td>
<td><strong>Working Dinner at Hyatt</strong></td>
<td></td>
</tr>
</tbody>
</table>
What does it mean to close a review?

- The Findings & Recommendations (F&R) are a policy document.

- Once GC is satisfied that the program is making changes as specified by F&R, GC will close the review.

- At closure, the program statement (self-study), external review team report, preliminary response, F&R, program response and correspondence are now “open” documents. [All other info. remains closed.]