

**Committee on Educational Policy
Report to the Riverside Division
May 30, 2006**

UNIVERSITY OF CALIFORNIA, RIVERSIDE REVIEW OF UNDERGRADUATE PROGRAMS

By authority of the UC Academic Senate, Riverside Division By-law sections 8.12.2 and 8.12.5, the UCR Committee on Educational Policy (CEP) is responsible for review of undergraduate programs and shall conduct regular periodic reviews of said programs. The Office of the Vice Provost for Undergraduate Education (VPUE) shall facilitate the reviews in partnership with the CEP, in a manner analogous to the relationship between the Dean of Graduate Division and the Graduate Council for the graduate program reviews.

REVIEW OF UNDERGRADUATE PROGRAMS

The UCR Committee on Educational Policy (CEP) has the oversight responsibility for reviews of undergraduate programs. The procedures will be as follows:

1. **PROGRAM REVIEW CYCLE:** The Committee on Educational Policy will establish the sequence of program reviews. The sequence will be reviewed annually and can be altered by action of the Committee. Departments and programs will be reviewed at least once every seven years. As appropriate, the CEP will coordinate its schedule with any corresponding graduate reviews undertaken by the Graduate Council to minimize as much as possible duplication of program efforts for review preparation. However, the external review teams will be separate. In the cases where undergraduate programs are interdisciplinary, interdepartmental or without a corresponding graduate program, the CEP shall calendar the reviews into the seven- year review cycle.
2. **CEP SUBCOMMITTEES FOR UNDERGRADUATE PROGRAM REVIEW:** Each year, the CEP shall appoint three Subcommittees for Undergraduate Program Review (Subcommittees) from its membership and the year's work shall be distributed as evenly as possible among them. The VPUE will serve as an ex officio member of each Subcommittee. For each program to be reviewed throughout the particular academic year, the Subcommittees shall appoint the members of the External Review Team; participate in the site visit; and based on the report from the External Review Team, prepare the initial drafts of the Findings and Recommendations for the CEP.
3. **EXTERNAL REVIEW TEAM:** Each team shall be composed of three faculty members of whom normally one will come from another UC campus and the others will come from UC peer institutions. The program being reviewed shall develop a list of faculty recommended to be members of the Team and shall submit the list of names to the CEP Chair. This list will be vetted by the Subcommittee and in consultation with the respective college associate dean. The Subcommittee shall appoint the members of the Team.
4. **PROGRAM SELF-STUDY:** When a review is scheduled, the CEP chair shall notify the undergraduate program and the dean of the respective college at least six months in advance. The program will prepare background information in the form of a self-study that focuses on areas established in the CEP program review guidelines and may include factual data and self-assessment of any or all of the following: curriculum, enrollment, major requirements, advising, teaching goals and philosophy, course evaluations, special programs, undergraduate research opportunities,

technology, career choices and placement, size of classes, facilities and resources, student learning outcomes, perceived strengths and weaknesses, and other priorities or concerns identified by the CEP. The review will include student opinion based on a confidential survey of current and former students. The Office of the VPUE will assist the program with collection of data and the coordination of student and alumni surveys. The completed self-study, containing all of the requested information and organized in the order outlined in the CEP program review guidelines, will be submitted by the program chair to CEP. One month in advance of the External Review Team site visit the Office of the VPUE will distribute review materials to the Team members, including a list of program-specific questions developed by the Subcommittee and copies of the program self-study.

5. **CAMPUS SITE VISIT:** At the beginning of their visit, the Team will meet with the CEP chair, Subcommittee members, the respective college dean and associate dean, and the VPUE. Following these initial meetings, the reviewers shall meet with the program's faculty, a representative group of undergraduate students, senior staff, other campus administrators they deem appropriate, and chairs of closely related programs. At the end of the visit, the Team shall verbally provide a preliminary summary of their findings in an exit interview with the CEP chair, the Subcommittee, the Executive Vice Chancellor/Provost, the VPUE and the college dean. Within two weeks of the site visit, the Team shall submit the completed External Review Team report to the CEP chair and the VPUE.
6. **FINDINGS AND RECOMMENDATIONS:** The development and approval of the Findings and Recommendations for each undergraduate program review shall follow the procedural route described below.
 - A. **PROGRAM REVIEW OF EXTERNAL TEAM REPORT:** The CEP chair will distribute the report to the Subcommittee chair, the Executive Vice Chancellor/Provost, the college dean, and the program chair. The program will review the report for factual inaccuracies, and a summary of any factual corrections will be submitted to the Subcommittee to aid in drafting the Findings and Recommendations.
 - B. **CEP SUBCOMMITTEE DRAFT OF FINDINGS:** The Subcommittee shall study the Team report and any factual corrections provided by the program and draft their Findings and Recommendations. In developing their draft, the Subcommittee members shall integrate their understanding of the program with the new materials generated in the self-study and Team report. The Subcommittee will recommend possible changes, if any, to improve the quality of the undergraduate program under review. Copies of the draft Findings and Recommendations will be distributed to all members of the CEP.
 - C. **CEP FINDINGS AND RECOMMENDATIONS:** The draft of the Subcommittee Findings and Recommendations will be reviewed by all members of the CEP, who may endorse the draft, approve the draft contingent to minor changes, or refer the draft back to the Subcommittee.
 - D. **PROGRAM RESPONSE TO CEP FINDINGS AND RECOMMENDATIONS:** The CEP chair will send the Findings and Recommendations to the program chair for distribution to the program faculty, staff and students. The program shall seek and collect input from all constituents and prepare a response to be submitted to CEP.
 - E. **CEP APPROVAL OF THE PROGRAM RESPONSE:** The CEP members will study the response from the program and prepare the final Findings and Recommendations. The CEP shall distribute its approved final report to the program for action and to the respective college dean and associate dean, the Academic Senate-Riverside Division

chair, the Executive Vice Chancellor & Provost, and the Chancellor. Relevant portions of the report will be furnished to other Senate committees as needed. At this point the review is closed.

- F. ACTION IMPLEMENTATION PLAN: The CEP chair, the VPUE, the college dean and/or associate dean shall meet with program representatives to discuss the action steps to be taken as a result of the review.
 - G. COMPLIANCE WITH IMPLEMENTATION PLAN: Each Spring Quarter the CEP, working in conjunction with the VPUE on behalf of the Executive Vice Chancellor/Provost, shall review the implementation plans of programs reviewed in the previous year. If the program was not successful in implementing all aspects of the plan, the CEP may recommend follow-up actions to the program and appropriate campus administrators.
- 7. DISTRIBUTION OF CLOSED REVIEW MATERIALS: Copies of the unedited External Review Team report, the programs preliminary response, the CEP Findings and Recommendations, the program's implementation plan and other pertinent documents shall be sent to the Chancellor, Executive Vice Chancellor & Provost, college dean and Academic Senate-Riverside Division. File copies will be stored in the Offices of the Academic Senate-Riverside Division and the Office of the VPUE.
 - 8. EVALUATION OF PROCESS: After three years of undergraduate program reviews the process will be evaluated by the CEP, and a report prepared for the Academic Senate-Riverside Division. The report will examine the objectives, procedures, framework and effectiveness of undergraduate program reviews at UCR and make appropriate recommendations for improvement.

Approved by the Committee on Educational Policy: February 15, 2006

Approved by the Advisory Committee: June 12, 2006