

MINUTES  
Orientation and Overview  
Graduate Program Review Task  
September 16, 2005

Participants: Deans, Staff from the Provost's Office, Team Leaders for the Graduate Program Review; and Michael Scriven (Senior Consultant)

Provost Delene welcomed the group and asked participants to introduce themselves.

Dr. Delene described the rationale for the graduate program review and goals as an open, collaborative process. Summary minutes of meetings will be prepared. The policy statement about the rationale and the process for the review are available at <http://www.wmich.edu/provost/GraduateProgramReview>.

The report template to be used by all review teams should be completed between October 5-10. Team leaders will look at it first and offer suggestions for improvements.

- In October and November, each department is to develop comprehensive program review reports or self-study reports. The department chair will lead this effort. The criteria to be used in this effort were drawn from a chapter entitled "Selecting Appropriate Criteria" in a book entitled *Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance*. Before the report(s) are given to the deans, they must be shared with the entire department/group.
- Department reports and recommendations are to be provided simultaneously to college deans and review teams in December 2005-January 24, 2006.
- By February 22, 2006, review teams are to meet with deans and departmental faculty, including chairs, for dialogue, explanation, and discussions. It is up to the deans as to how to handle these meetings.
- Review teams are to make their respective recommendations to the departments, deans, and the provost by March 15.
- By April 5, programs, departments, or deans may appeal the review team's final recommendation to the Faculty Senate Executive Board. The Board will act as a committee of the whole in considering the appeal.
- The Faculty Senate Executive Board will make its recommendations on appeals with letters to the departments, deans, review teams, and the provost by April 20.
- The provost will make final decisions and recommend changes to the president and Board of Trustees for approval.

Teams are not to deal with individual course content and must respect the roles of the chairs and faculty. Teams are to review programs objectively, curricular duplication of courses in multiple programs, make recommendations for keeping programs, consolidating or merging programs, and deciding which programs are strong enough to receive funding.

Deans have a very important role in this process because they know the strengths of their own faculties and programs. They should ask hard questions about what and why (e.g., Would it be more effective with a different group of programs?) The process will take a lot of reflection and involve considerable learning on everyone's part.

The team leaders will work outside their own colleges. Team members will have to reflect among themselves as to whether what they are hearing is true. They will need to exercise sound professional judgment as to whether a program should move ahead or not. Data should inform rather than drive the decisions.

James Gilchrist is working with Eileen Evans to develop a template called the "Descriptive Data Profile." Copies will be distributed to team leaders, who were asked to send suggestions for improving the template to Eileen Evans. WMU has a written policy that indicates that the University will not/cannot misuse assessment data. Dr. Gilchrist will meet with Sally Veeder to show her the way to share documents electronically within teams.

Questions about accreditation standards should be directed to Eileen Evans or the proper dean.

Rollin Douma knows the history of WMU and graduate programs. Team leaders and others are encouraged to contact him with questions throughout the process if necessary.

Sally Veeder will meet with the provost for a briefing every other week and will work with team leaders to keep the University community apprised of activities.

Deans and chairs will send the names of people to be considered for the review teams to Veeder by September 26. This task presents an opportunity for department chairs to start thinking and talking about programs. The team leaders will choose their teams at a meeting on September 28. Joseph Stoltman will serve as leader of all the teams. Seven persons will be selected for each team, three from inside the unit and four from outside. When the lists are finalized, they will be sent to Dr. Delene who in turn will distribute the final list to the campus community.

The meeting adjourned at 4:30 p.m.

Sally Veeder