

## PROGRAM REVIEW CHECKLIST

After submission, the Graduate Curricula Review Committee (GCRC) will conduct a preliminary review using the following checklist. Incomplete self-studies will be returned to the program chair with a request to provide missing items.

A complete program review should contain the following items. Indicate  for completed items.

PROGRAM NAME:

DATE RECEIVED:

- Dean/Director Letter of Transmittal to the Faculty Senate President
- Five (5) Complete Sets of Binders (or two (2) Complete sets of Binders and Digital-Media Equivalents) Containing Program Documents

### Documents List

- Cover Sheet with Program Name, College/School, Review Period (i.e., 2005-2010), Program Name, and Complete Contact Information for Program Chair or Self-Study Coordinator
- Section 1: Introduction and Program Mission:** Please include the completed program review form with all Dean and AAC signatures/dates, plus a 3- to 5-paragraph program description;
- Section 2: Faculty:** Updated faculty vitae (for all full-time and part-time faculty members); evidence of faculty research, scholarship, and creative activity; and other evidence;
- Section 3: Program Curriculum:** Course syllabi and outlines, student-learning objectives, and other supporting evidence;
- Section 4: Student-Learning Outcomes and Experiences:** Semester schedules; Graduate Bulletin course and faculty listings; alumni surveys; and program data tables, charts, graphs, and text (where appropriate). The program should demonstrate the number of enrolled graduate students and the number of program graduates during the review period;
- Section 5: Resources:** Evidence of graduate-student financial support, as well as data about financial, library, computer, and online resources;
- Section 6: External Review:** The external examiner's report, along with the examiner's name, title, and institutional affiliation(s). *(For programs holding specialized accreditation, the accreditation report may serve as the external review.)*
- Section 7: Future Plans, Budget Implications, and Recommendations:** Please use bullet points to summarize the program's recommendations for the next five years.
- Section 8: GCRC Report:** Leave a divider or space for the GCRC report.

Reviewers:

Review Date:

(Note: GCRC will not review any program until Sections 1-7 are complete.)