

Marshall University
PROGRAM REVIEW PROCEDURES – Graduate Programs
2020 - 2021

- Step 1: Program faculty prepare the Program Review in accordance with Higher Education Policy Commission policy, following the approved template. The review, which will be submitted in Taskstream by Watermark, **should be ready for the college dean's review by the date established by the college.**
- Step 2: The dean and the college curriculum committee review all college Program Reviews, assessing both the quality of the program and the quality of the review itself.
- Step 3: The Dean provides comments and suggestions for improvement **by the date established by the college.**
- Step 4: Program faculty make necessary changes and notify the dean when they have completed the review **by the date established by the college.**
- Step 5: Once the program review is complete, the dean prepares a letter explaining the college recommendation and rationale for each program review and inserts them into the appropriate reviews. S/he informs the Assessment Office within the Division of Academic Affairs that the reviews are ready to move to the next level no later than **November 1.**
- Step 6: The Assessment Office notifies the Chair of the Graduate Council that program reviews are ready for the Committee's review soon after **November 1.**
- Step 7: Each Program Review is evaluated by two members of the Graduate Council, who are faculty or administrators not associated with the program. Reviewers send recommendations for revisions to the **departments no later than December 3.**
- Step 8: Departments make any revisions required by Graduate Council reviewers **by January 14.**
- Step 9: If the program requests **resource development**, it must make a presentation justifying these resources at the Graduate Council's January meeting. This presentation should include the program's mission and vision statements, the specific resources requested, and an evidence-based rationale with a clear explanation as to how these resources will help it to achieve its vision.
- Step 10: The Graduate Council reviewers present their recommendations for each Program Review to the Graduate Council, which votes on final recommendations at its January meeting. The Council then forwards recommendations for each program to the Assessment Office **immediately following the January Graduate Council meeting.**

- Step 11: The Assessment Office sends the Graduate Council's recommendations to the provost, who forwards them to the president.
- Step 12: After considering the program's, dean's, and Graduate Council's recommendations, and after carefully studying each Program Review document, the provost and president make a recommendation for each Program Review to the Board of Governors (BOG). This becomes the official University recommendation, which is forwarded to the BOG Academic and Student Affairs Committee.
- Step 13: The Assessment Office assigns one member of the BOG to read and evaluate each Program Review. Additionally, the Chair of the BOG Academic and Student Affairs Committee as well as the faculty and staff representatives on the BOG read a synopsis of each program review.
- Step 14: Following these reviews, the dean and chair of each program under review meet with the BOG Academic and Student Affairs Committee Chair, BOG reviewer, and BOG faculty and staff representatives. During this meeting the BOG reviewers have an opportunity to seek additional information and clarification about the program, to make recommendations, etc.
- Step 15: The BOG Academic and Student Affairs Committee makes final recommendations for each program review, which are voted on by the BOG at its April meeting. The BOG's recommendations become the official recommendations for each program.
- Step 16: The Assessment Office sends the Board of Governors' recommendations to the Higher Education Policy Commission **by May 2**