

Assessment and Program Review Committee
Statement of Criteria and Policy
(Approved by the Graduate Programs Council, March 27, 2006)

SECTION I: ASSESSMENT

- A. Each program committee shall carry out periodic assessments of how its general goals and the objectives of each course within the program, as approved by the Graduate Programs Council, are being met and shall report the results of its assessment to the Assessment and Program Review Committee. Such assessments and reporting shall be carried out during the third year of new programs. All programs will complete a full assessment report every five years or on the cycle of the Program Review Committees calendar for the academic department in which it is housed.
- B. The Assessment and Program Review Committee reserves the right to review the general goals of each program and the objectives of each course at any other time for cause.
- C. The program coordinator has the right to require from each instructor in the program written confirmation and evidence that the goals and objectives of any course he/she teaches are being met.
- D. The program coordinator shall maintain a file of the syllabi for each course and may also request tests, reading lists and any other materials helpful in assessing each course.
- E. Common assessment instruments for programs.
(At least three measures must be utilized for program evaluation.)
 - 1. Instruction evaluation surveys. All graduate courses with at least four students present on the day of evaluation will be evaluated. The evaluation instrument may be especially formulated with graduate level education in mind. Two areas of special importance in the survey questions will be ascertaining student perceptions that the rigor of the course was or was not substantially beyond that found in an undergraduate course and that the course afforded a constructive integration of research with instruction.
 - 2. External thesis review. A representative sample of theses from each graduate program may be reviewed by at least one consultant external to the University who has recognized expertise in the relevant area of research. The selection of the consultant will be made by the Director of Graduate Studies in consultation with the coordinator of the graduate program in which the student is studying.
 - 3. Course-based questions at the time of the written/oral comprehensive examination. At the time of the written comprehensive exam and/or the oral thesis/portfolio defense, each student will be asked questions that specially assess the student's mastery of course-related objectives. These questions will

be developed by the instructors of the courses and will be based on course objectives clearly related to program objectives. Criteria for scoring the student's response to these questions will be developed prior to the time of this assessment measure.

4. Exit interviews. After a student passes his/her oral thesis defense and before the student is graduated, the Director of Graduate Studies or the student's program coordinator will conduct an exit interview of that student. Questions on the interview will be based on expected goals of the relevant program. Prior to the graduate program's scheduled review, the Director and/or the coordinator will summarize the results of these exit interviews of program graduates.
5. Surveys of graduates. Two surveys of program graduates will be conducted one year following the students' completion of their degree requirements. The first survey will assess the employment status of the student, the student's possible pursuit of additional education, and the student's level of satisfaction with his/her graduate education at CNU. This survey will be a modification of CNU's "Undergraduate Outcomes Surveys" and will be administered by the department or office of the University. The second survey will assess attitudinal changes and estimates of educational gains by the graduates. This survey will be administered by the Director of Graduate Studies.
6. Other measures. Program faculty may develop and employ other assessment measures they deem appropriate to their program and its goals. The additional measures used, as well as the results obtained through them, will be subjects of program evaluation. Programs are advised to include in their assessment reports any relevant information assembled as part of accreditation reviews conducted by discipline-based associations. As appropriate, programs may also include any results of certification examinations or other professional accomplishments of graduates.
7. At least three measures must be utilized for program evaluation.

SECTION II: PROGRAM REVIEW

A. Membership.

1. A review of each graduate program will be carried out once every five years or on the cycle of the CNU Program Review Committee for the program's academic department. The review will be conducted by the Assessment and Program Review Committee. The standing membership of this committee shall consist of three graduate faculty members, with no more than one from each master's degree program. The terms of these members shall be rotated to ensure that there is reasonable continuity in membership from year to year. For each program review, the committee will be augmented by the addition of one graduate faculty member from the graduate program being evaluated. The additional member will serve only in an advisory capacity, and the term of the member will be the length of time required to complete the review of a specific program. The additional member will be appointed by the Director of Graduate

Studies after consultation with the coordinator of the program under review, the Graduate Programs Council, and the Assessment and Program Review Committee.

2. If a member of the Assessment and Program Review Committee is a faculty member in a program under review, that member is to be replaced for the duration of that program review. The GPC will nominate a person outside the program to fill the committee position for the duration of that program review.

B. Program review contents.

The scheduled program review submitted to the Assessment and Program Review Committee shall include the following:

1. Program overview.
 - a. Development of program including the organization of the program and any significant changes in the program since its inception or the most recent program review;
 - b. Description and evaluation of the program since its inception or its most recent program review.
2. Goals of the program.
 - a. The goals of the program shall be clearly stated, as shall the educational outcomes and the methods by which they are assessed;
 - b. The goals and expectations of the faculty regarding teaching, scholarship and service and how these are related to the program, the graduate program as a whole and the mission of the University shall be clearly stated;
 - c. The long-range goals of the program until the next program review shall be stated including accreditation, space and equipment needs, and faculty and non-faculty personnel needs.
3. Quality of the program.
 - a. Curricular, including how the program curricula and specific courses are designed to meet the program's goals, the variety of teaching strategies utilized, the means used to assure graduate levels standards, and the use of assessment data to improve the academic level of the program;
 - b. Faculty, including scholarly activity of each member of the teaching faculty both for professional advancement and to improve the quality of the program and how high standards are used in the hiring of adjunct faculty if needed;
 - c. Students, including assessment data on current student and graduates, other data relative to program outcomes, and data from university-generated assessment mechanisms.
4. Support of the University's mission and goals.
 - a. Describe how the program supports the mission and goals of the University both within the institution and outside;
 - b. Describe the public service activities of the program's faculty and how they support the University's mission and goals.
5. Demand for the program.
 - a. List and comment on the number of graduates each year since the program's inception or since the most recent program review;

- b. Discuss with supporting data, the current local, state, and national job market conditions for program graduates;
 - c. Provide and interpret data regarding placement of program graduates who have completed their studies since the program's inception or since the most recent program review;
 - d. Provide and interpret data on the program's course enrollment patterns since the program's inception or since the most recent program review.
6. Resources.
- a. Provide and interpret data regarding faculty utilization;
 - b. Address the facilities, equipment and supplies needed to maintain or improve the program;
 - c. Discuss departmental efforts to obtain and use gifts and/or grants from local, regional and/or national sources.

C. Program review calendar.

The completed program self-study shall be submitted to the Assessment and Program Review Committee by the end of April of the academic year before the scheduled review. The Assessment and Program Review Committee shall submit its report to the Director of Graduate Studies no later than the end of May of the year that a program review is required. The Director of Graduate Studies shall solicit responses to the Assessment and Program Review Committee (ASPRC) report from the coordinator of the graduate program under review, from the dean(s) in whose College(s) the program faculty are located and from the Provost. The aforementioned dean(s) and the Director of Graduate Studies shall formulate an action agenda for the graduate program under review based on the report of the ASPRC and the solicited responses. The resulting action agenda shall be submitted to the graduate program coordinator by the Director of Graduate Studies in the same time frame that is required by the Program Review Committee for the undergraduate degree programs being reviewed in the academic department.

D. The report of the three year review should contain the following:

1. Description of the program, its goals, and any changes that have occurred since its inception.
2. Statement of the admission policy and how that has served to include or exclude applicants.
3. Number and description of the students in the program.
4. Quality of the curriculum as evidenced by faculty critiques, student evaluations, and exit interviews. When possible, the report should contain evidence of external validation of program quality.
5. Resources available to the program and resources needed by the program.

E. Submission of the three year review report:

This report should be submitted to the chairs of the Admissions, Graduate Assistantship and Degrees Committee and the Graduate Assessment and Program Review Committee by the eighth week of the second semester. The committees

shall respond to the report by the twelfth week of the semester. The response will be sent directly to the Program Coordinator with a copy to the Director of Graduate Studies.