Guidelines for the GAAC Response to Graduate Program Reviews

Approved September 30, 2021

The Graduate Academic Affairs Council (GAAC) meets once-per-month between September and April. To be considered for approval in a timely manner, please note the following guidelines.

> The GAAC must receive the Program Review narrative and accompanying documents a minimum of two weeks before it becomes an agenda item. This gives council members time to review the document(s) and prepare questions and comments.

> As shown below, a minimum of two GAAC meetings are required for a thorough review and response to a Program Review report:

>> First meeting: The GAAC will discuss the Program Review and prepare an initial response. It is highly recommended that a representative attends the GAAC meeting to answer questions that may arise.

>> Second meeting: The GAAC will review the initial written response to the Program Review. If no or minor changes are needed, the GAAC will vote to approve the response. If major changes are needed, the GAAC may need to meet a third time before voting to approve the response.

Per the Academic Program Review of Student Learning Outcome Assessment (APRSOA) Procedures:

> The GAAC conducts their review based primarily on the Self-Study Report. Council members may also request additional information from the program chair and interview program faculty. The main focus of the GAAC review and discussion should be on program quality and the extent to which there is evidence that the program is accomplishing its mission. Using this information, the Council prepares a written report including comments on the overall quality and strengths of the program, areas in need of attention, and the viability of the program's future plans. A copy of the report is sent to the program chair, dean, Associate Provost for Academic Affairs, and to the Faculty Senate.

The GAAC Response, detailed in appendix D of the APRSOA, is to follow this format:

1. Introduction
2. Assessment of Student Learning
3. Program Accomplishments
4. Program Strengths and Areas in Need of Attention
5. Conclusions and Recommendations

Appendix C of the APRSOA Procedures lists the recommended Data Tables to Support Program Review. Programs should ensure the following documents are included when submitted their self-study to the GAAC.

- The Dean's response to the Program Review self-study
- Any external audits, such as those required in Collaborative programs