Report of the Program Review Committee

University of Rhode Island Faculty Senate

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THE UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island

FACULTY SENATE
BILL

Adopted by the Faculty Senate

TO: President Edward D. Eddy

FROM: Chairperson of the Faculty Senate

1. The attached BILL, titled Report of the Program Review Committee

    _____,

    is forwarded for your consideration.

2. The original and two copies for your use are included.

3. This BILL was adopted by vote of the Faculty Senate on __ May 3, 1990 __.
                                                               (date)

4. After considering this bill, will you please indicate your approval
    or disapproval. Return the original or forward it to the Board of
    Governors, completing the appropriate endorsement below.

5. In accordance with Section 10, paragraph 4 of the Senate's By- Laws,
    this bill will become effective ___ May 24, 1990 ___,
    three weeks after Senate approval, unless: (1) specific dates for
    implementation are written into the bill; (2) you return it disapproved;
    (3) you forward it to the Board of Governors for their approval; or (4)
    the University Faculty petitions for a referendum. If the bill is
    forwarded to the Board of Governors, it will not become effective until
    approved by the Board.

    _____ May 4, 1990 _____   _____
              (date)   C. B. Peters
                                        Chairperson of the Faculty Senate

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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

    Returned.

    a.   Approved __✓__.

    b.   Approved subject to final approval by Board of Governors _____.

    c.   Disapproved _____.

    ___ 5/8/90 ___   _____
         (date)   President

Form revised 4/86

THE UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island

FACULTY SENATE

REPORT OF THE RESEARCH POLICY AND FACILITIES COMMITTEE

The Research Policy and Facilities Committee has been involved with
several activities this year. The most important ones are the
following:

1. The committee reviewed University policy on conflict on
   interest and nepotism, and suggested that the policy on
   conflict of interest could be tightened.

2. The committee discussed the effects that eliminating the
   position of Electron Microscope supervisor would have on
   URI's state-of-the-art Electron Microscope and urged the
   Provost to help find support for this position.

3. The committee discussed the possibility of borrowing funds
   from the Rhode island Public Building Authority (RIPBA) to
   help expedite medium to large equipment purchases.

4. The committee and the Research Office cosponsored an open
   meeting for sharing concerns of the research community on
   campus (Feb. 8). There was a follow-up meeting March 19,
   with several key administrators where we discussed some of
   the positive developments from the open meeting and
   discussed plans for a future meeting.

5. The committee reviewed a new University Policy for reporting
   possible misconduct in science and forwarded comments and
   suggestions to the Senate Executive Committee.

                    Committee members,

                    Nikhilesh Dholakia, MKT
                    Marshall Feldman, CPL
                    Marian Goldsmith, ZOO
                    Chong Lee, FSN
                    William Rosen, CHM
                    Jay Sperry, MIC, Chairperson
                    Marc Cournoyer, student
                    Michael McGee, student
                    Cornell Rosiu, student

                        -33-

PROGRAM REVIEW REPORT
CHANGES TO SECTIONS 5.67.11, 8.86.10, AND 8.86.20
OF THE UNIVERSITY MANUAL

The Program Review Committee recommends approval of three
specific changes in the UNIVERSITY MANUAL

I. **5.67.11**
    Current Language:
    The membership shall comprise the Provost, four members appointed
    by the Faculty Senate, and two members appointed by the Vice
    President for Academic Affairs, one of which shall be a dean and
    one of which shall represent the graduate constituency. The Vice
    President for Business and Finance and the Registrar shall serve
    as resource persons in compiling the data needed for the conduct
    of reviews. Members shall be appointed for one program review
    cycle. The Provost shall chair meetings. At the end of a
    program review cycle, one faculty member from the outgoing
    committee shall be designated by the Faculty Senate Executive
    Committee to serve as an advisor to the new committee during the
    first year of the next cycle.

    5.67.11
    Proposed Language (the following replaces the existing section):
    The membership shall be comprised of six faculty members appointed
    by the Faculty Senate, two faculty members appointed by the
    Provost, and the Dean of the Graduate School, who will chair the
    Committee; the Provost will serve as an ex officio member. The
    appropriate financial support for the committee will be provided
    by the Provost's Office. The Vice Provost for Research, the Vice
    President for Business and Finance, the Registrar, the Dean of
    University College and the Dean of the College of Continuing
    Education shall serve as resource persons in compiling the data
    needed for the conduct of the reviews. Members shall be
    appointed for three-year terms, with staggered terms of
    appointment.

    RECOMMENDATION:
    That the Faculty Senate adopt the proposed change to Section
    5.67.11 of the UNIVERSITY MANUAL.

    Rationale:
    The proposed change will facilitate the functioning of the
    Committee by assigning the responsibility for the operational
    support of the Committee to the Dean of the Graduate School, and
    expanding the Committee to a size that provides the Committee
    with the capability of reviewing all departments and programs at
    the University on an eight-year cycle.

                        -34-

II. **8.86.10**, **8.86.20**
Current Language:
Review of Existing Programs. The program review cycle shall
consist of a five-to-six year period comprising data collection,
identification of programs for in-depth review, the carrying out
of the in-depth reviews, and the forwarding of recommendations to
the Faculty Senate via the appropriate committees for action by
the Senate, the President, and as appropriate, the Board of
Governors. All separable academic entities shall be included in
the data collection phase of each program review cycle, data
shall be collected for approximately one-fifth of all programs
each year. Only a limited number shall be identified for
in-depth review. If a program is identified for an in-depth
review, the in-depth review shall be conducted simultaneously
with the data collection for programs during the academic year
immediately following that program's identification.

Data Collection. In preparation for this task, the Program
Review Committee shall, with the assistance of representatives of
academic programs (i.e. deans, directors, chairperson, as
applicable), compile and maintain uniform data on all academic
programs. During the process of collection of these data, the
committee shall make a determination as to which units, subunits,
programs, or tracks fit the definition of separable academic
entities as given in 5.67.10. The data to be collected and
maintained on each program shall include the following, as
applicable:

Number of FTE faculty positions used to maintain the program.

Costs of the program (personnel, facilities, supplies,
etc.)--including three year budget projections.

Number of students served by the program:
   1.   majors;
   2.   students enrolled in parts of the program in order to
        fulfill requirements for other programs, general
        education requirements, or using these parts as
        electives;
   3.   enrollment trends for majors and non-majors;
   4.   number of credit hours generated;
   5.   average number of graduates from the program each year;
   6.   average number of years required for graduation from
        the program.

Number of graduate assistants used to run the program.

Employment opportunities for graduates from the program.

Past record of placing graduates from the program if known.

Average student-faculty ratio for faculty members participating
in the program, taking into consideration other regular teaching
duties in which these faculty members may be engaged.

Income generated by a program:

1.   to support the program itself (in relation to overall budget
     of the program);

2.   to support other operations of the University.

Estimate of actual savings for the University if the program is
eliminated (taking into consideration direct and indirect costs
and income in terms of grant money generated by the program as
well as tuition income and other income, as applicable).

8.86.10, **8.86.20**
Proposed Language (the following replaces the existing section):
Review of Existing Programs. The program review cycle shall
consist of a ▮▮▮▮▮-year period in which all degree-granting
departments and programs at the University will undergo a
comprehensive review and evaluation. The Program Review
Committee shall establish a schedule for review, inform
departments to be reviewed a calendar year in advance of their
scheduled review, and at that time apprise departments of the
data needed for the review, provide departments to be reviewed
with guidelines for completing the review, and provide a set of
criteria that will be used by the Committee in the review.

Upon completion of its review, the Committee will forward its
final Report of the Review of the Department to the Executive
Committee of the Faculty Senate. At the same time, the Report
shall be forwarded to the Provost for review and action, and to
the Chair and appropriate dean for their information. The
Provost shall respond to the Program Review Committee and the
Executive Committee of the Faculty Senate, and the respective
academic deans, department chairs and program directors, in
writing within sixty days, noting actions to be taken on the
"Recommendations" contained in the Report.

Data Collection. The Department to be reviewed will compile a
Departmental Overview that will contain the following
information, by category:

Departmental Overview

Immediately prior to being reviewed by the Program Review
Committee, the Department/Program to be reviewed will compile data for
the Committee's use according to the following categories and
guidelines.

A. GENERAL

1. A statement detailing and explaining the Department's
    identity and objectives. The statement should include an
    assessment of strengths and weaknesses, needs and concerns,
    short-range and long-range goals, and means to attain these
    goals. This statement should include a narrative noting
    areas of research, teaching, and public service in which the
    Department regards itself as especially outstanding, and
    areas of research, teaching, or public service which the
    department would like to improve, establish or eliminate.

2. A statement detailing and explaining the Department's
    affirmative action efforts. This statement should include a
    profile of the Department's racial, ethnic and gender
    diversity, among faculty, staff, undergraduate majors and
    graduate students. As well, the statement should explain
    how the Department integrates affirmative action measures in
    the recruitment of faculty, staff and students. It should
    also specify the Department's affirmative action goals with
    regards to students, staff and faculty for the next five
    years.

3. A statement indicating ways in which the Department is
    involved in joint or collaborative instructional, research
    and service efforts with other programs and faculty at URI
    and, if appropriate, at other institutions and entities.

4. A curriculum vitae for each faculty member of the Department
    involved in graduate and/or undergraduate instruction,
    including a statement of areas of specialization, courses
    taught, current research activities, publications and other
    scholarly achievements, and all additional academic
    achievements which indicate a faculty member's professional
    stature. The faculty curriculum vitae may be limited to
    recent (e.g. the most recent five years) activities and
    publications.

5. A listing of courses taught during the past five years with
    identification of teachers of those courses along with their
    status (e.g., regular faculty, adjunct faculty,
    post-doctoral fellow, visiting faculty, teaching assistant,
    etc.). Maximum, minimum and typical teaching loads should
    be detailed, and Faculty Expectation Reports should be
    included. As well, a description of the procedures used to
    evaluate the effectiveness of teaching and course offerings
    should be included.

6. A separate list by faculty rank of: (a) the number and type
    (e.g., authored book, edited book, refereed publication,
    book review, etc.) of publications during the last five
    years; (b) current research funding; and (c) significant
    honors of all members of the faculty.

7. A statement about special workload assignments in lieu of
    formal instruction (e.g. University College advisor,
    Graduate Studies Director, etc.).

8. A statement of the ways in which the Department supports
    students, faculty, and staff who provide service to the
    national, state, local, university and professional
    communities.

9. A statement about the adequacy of equipment and support
    services for instruction, research and service (e.g.
    computers, audio-visual equipment and services, building
    maintenance, custodial services, etc.).
    The statement should contain a description of facilities and
    resources available for (a) instruction; (b) faculty
    research; (c) undergraduate and graduate student research.
    If facilities and resources are deemed to be inadequate, a
    statement of explanation should be included. A separate
    statement assessing and evaluating the physical space
    occupied by the Department should also be included.

10. Statistical information that includes the number of students
    matriculated in the Department, the annual number of
    graduates, and student/teacher ratio for the past five
    years. Data on students should be compiled and reported on
    the basis of the Registrar's semi-annual (October 15, April
    15) reports. The Office of Institutional Planning can
    assist in compiling these and other data.

11. Information indicating Departmental policies or practices that encourage student participation, that allow for student-faculty interchange and individualized instruction, or that demonstrate innovative approaches to instruction and evaluation.

12. Details on any academic credit for work done off campus, such as internships or clinical practicum.

13. Details of Departmental orientation, guidance, and counseling services provided to students.

14. A statement about the adequacy of URI libraries in supporting Departmental programs and research.

15. A statement on Departmental policies and procedures regarding faculty recruitment, retention, promotion and tenure.

B. UNDERGRADUATE PROGRAM (If appropriate)

1. A statement outlining the basic aims and purposes of undergraduate programs including a description of intended changes in the scope and/or direction of undergraduate programs, (e.g., new degrees, shifts in organization, new instructional techniques, etc.).

2. A statement of degrees offered, program options available and requirements necessary for graduation.

3. Departmental or College policies and specific criteria governing the recruitment, admission, and evaluation of students.

4. Information indicating the past academic performance of students entering the Department and the academic performance of students enrolled in the Department.

5. Information regarding the demand for undergraduate programs as indicated, for example, by enrollment trends, employment opportunities for graduates in specific fields, prospective students of high ability, etc.

6. Information indicating the placement of students following graduation (e.g., graduate and professional school, private and public sector employment, Peace Corps/Vista, etc.).

7. A statement concerning: (a) contributions, if any, to the General Education and Honors Programs, or other nondepartmental programs; (b) courses offered by the Department that are required by other departments and programs of their majors, identifying courses, requiring departments, and an assessment of the Department's ability to deliver such courses; (c) courses offered by other departments and programs required of majors in the Department, identifying such courses and an assessment of the services provided to the Department by such courses.

C. GRADUATE PROGRAM (If appropriate)

1. A statement outlining the basic aims and purposes of the graduate program including a statement of intended changes in the scope and/or direction of graduate programs (e.g., new degrees, shifts in organization new areas of research specialization, etc.).

2. A statement of all degrees, degree requirements, and program specialities in the department.

3. Samples of typical Masters and Doctoral degree programs (copies of actual Programs of Study could be used for this purpose). Sample programs should be representative of the areas of specialization in the Department.

4. A statement of methods employed in recruiting, admitting, and evaluating graduate students. Specific criteria used in recommending admission of students should be described.

5. Information indicating the quality of graduate students admitted to the program to include undergraduate majors, undergraduate (and if applicable, graduate) GPA, scores of examinations (GRE, Advanced GRE, MAT, GMAT), if examinations are used in the admission process.

6. Information pertaining to numbers of applicants to and matriculants in graduate programs, by degree, for the past five years. Data should indicate numbers and percentages of women and minority students, and full-time/part-time/continuing registration students.

7. Information pertaining to the number of degrees, by degree program, awarded in the past five years, and the average time to completion for recipients of Masters and Ph.D. degrees. Assistance in compiling these data can be obtained from the Office of Institutional Research and The Graduate School.

8. A statement on teaching and other duties required of all graduate assistants in the department.

9. Data on present and projected employment opportunities for graduate degree recipients, if available. Sources of information should be documented.

10. Information indicating the placement of graduates within the past five years.

11. A list of all theses and dissertations completed within the five years immediately preceding the year of the review, by year, listing student, title of the thesis or dissertation, and major professor.

RECOMMENDATION:
That the Faculty Senate adopt the proposed change to sections 8.86.10 and 8.86.20 of the UNIVERSITY MANUAL.

Rationale:
The proposed change provides a more realistic program review schedule and a more detailed program revision process, utilizing criteria provided in Departmental Overviews to lead to a more comprehensive and effective review. The proposed change also specifies the Committee's reporting process and provides for a response from the Provost within a reasonable time following the rendering of the Committee's **Report.**

Members of the Committee:
Winifred Brownell (Speech)
Allan Cain (Geology)
David Gitlitz (Provost)
Aloys A. Michel (Marine Affairs)
Kent Morrison (Dean of The Graduate School)
Garth Rand (Food Science and Nutrition)
Leonard Worthen (Pharmacy)