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.

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

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

5/18/90
(date)

Edward D. Eddy
President

Form revised 4/86
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 of 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 the 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, 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, DOO
Chong Lee, FSH
William Rosen, CHM
Jay Sperry, MIC, Chairperson
Marc Cournoyer, student
Michael McGee, student
Cornell Rosiu, student

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.

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.
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).

Proposed Language (the following replaces the existing section):
Review of Existing Programs. The program review cycle shall consist of a five-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 specialties 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)