

PROCEDURES FOR GRADUATE PROGRAM EVALUATIONS

In so far as the Graduate Council must approve all new graduate programs before they can be offered on an ongoing basis at SCSU, there is a need for a regular and systematic graduate program evaluation process to promote the quality and maintain the integrity of existing graduate programs.

The "Standards for Graduate Programs," adopted by the Graduate Council, will serve as the standard against which program evaluations will be conducted. A major role of the Academic Standards Committee is to advise programs in meeting those standards.

The Academic Standards Committee will review existing programs according to the duties described in the "Rules of Order." Given the diverse nature of the certification programs offered at this institution, the objective of the Academic Standards Committee will be to review only the graduate level components of programs. Data pertaining to students evaluated in undergraduate level courses may be incorporated into the program report but should be clearly differentiated from data pertaining to students evaluated in graduate level courses.

Procedures

1. Each existing graduate program will be evaluated by the Graduate Council once every five years on a rotating schedule presented in writing by the Chair of the Academic Standards Committee. Each year, the Graduate Dean will publish and disseminate the Graduate Program Review Schedule to the school deans, department chairpersons, graduate program coordinators/directors, and the Provost/Vice-President for Academic Affairs.
2. The department which conducts the graduate program to be evaluated will prepare a written report of the program based upon the "Standards for Graduate Programs" and submit it to the Academic Standards Committee at the meeting of the Graduate Council prior to its scheduled oral presentation before the Graduate Council.
3. The Academic Standards Committee will evaluate the program based upon the written report submitted by the respective department using the Evaluation Form appended to these procedures. The department submitting the report will have an opportunity to meet with the Academic Standards Committee, generally one week after it has forwarded its report to the Committee, and before the Committee has concluded its evaluation. Within five days after having completed its evaluation, the Academic Standards Committee will submit a narrative response and summary to the department, indicating which standards have been judged as "met" or "not met" along with any additional recommendations the Academic Standards Committee deems important to convey involving program integrity and quality.

4. The department which submitted the written program report shall address the concerns of the Academic Standards Committee at least one week prior to its scheduled oral presentation before the Graduate Council. If, in the opinion of the Committee, those concerns have not been addressed satisfactorily, the Committee may, at its discretion, modify its original evaluation and recommendation to the Council.

5. At the meeting of the Graduate Council, when the oral presentation is made, or at the next regularly scheduled meeting of the Graduate Council, the Academic Standards Committee will make a recommendation to the Graduate Council to:

(1) Grant continuing approval of the program;

or

(2) Grant conditional approval of the program.

6. If a department does not submit the appropriate written report according to the timeline described in number 2 above, the Academic Standards Committee will so advise the Graduate Council, which will then grant conditional approval of the program. The Chairperson of the Academic Standards Committee will provide written notification to the Provost/Vice President for Academic Affairs, Dean of the School of Graduate Studies, dean of the appropriate academic school, chairperson of the department, and coordinator(s)/director(s) of the program(s) to request a meeting to outline a schedule for and aid in the successful completion of the review process.

7. By a majority vote, the Graduate Council will accept, reject, or table the recommendation of the Academic Standards Committee. The factors leading to continuing approval, or the conditions leading to conditional approval, and the action of the Graduate Council shall be communicated by the Academic Standards Committee to the respective department chairperson, program coordinator(s)/director(s), appropriate academic dean and Provost/Academic Vice President. The minutes of the Graduate Council meeting shall serve as a written record of the vote of the Graduate Council.

8. Any graduate program granted conditional approval by a majority vote of the Graduate Council will have up to eleven months from the published date in the **Graduate Program Review Schedule** to address the conditions cited and provide the Academic Standards Committee with a written interim report. At any point during this period, the Academic Standards Committee shall serve in a consultative capacity if requested by the affected program or department, the Provost/Academic Vice President, the Dean of the School of Graduate Studies, or the appropriate Academic School Dean

9. The interim report addressing the cited conditions will be evaluated by the Academic Standards Committee. The department submitting the report will have an opportunity to meet with the Academic Standards Committee one week subsequent to the submission of the report before the evaluation is completed. No later than one calendar year after previous action by the Graduate Council, the Academic Standards Committee will recommend that:

(1) The Graduate Council grant continuing approval of the program;

or

(2) The Graduate Council deny continuing approval of the program. In this eventuality, a representative of the affected department will be present at the meeting of the Graduate Council to present an alternative prospective on the Academic Standards Committee's recommendation.

(At this point in the process, these are the only recommendations within the authority of the ASC.)

10. If continuing approval of the graduate program is granted by a majority vote of the Graduate Council, the graduate program will be deemed to be in full compliance with the SCSU "Standards for Graduate Programs" and will continue to be published in the subsequent graduate catalog. The program whose interim report receives continuing approval from the Graduate Council will next be evaluated by the Academic Standards Committee five years from the date that it submitted its initial report.

11. If continuing approval of the graduate program is denied by a majority vote of the Graduate Council, the Graduate Council will forward to the Dean of the School of Graduate Studies, the Dean of the Academic School, and to the Provost/Academic Vice President, the action of the Graduate Council to deny continuing approval of that program with the following recommendations:

- a. That the program be removed from the subsequent graduate catalog;
- b. That the program be discontinued and not be permitted to accept any new students. Students currently enrolled in the program, however, should be allowed sufficient opportunity to complete their degrees.

12. The Dean of Graduate Studies and the Provost/Academic Vice President will be requested to report their actions regarding the affected department to the full Graduate Council within four academic weeks or at the next Graduate Council meeting.

13. For those programs that have been discontinued, the Academic Standards Committee shall serve in a consultative capacity if requested by the Provost/Academic Vice President, the Dean of the School of Graduate Studies, the appropriate Academic School Dean, or the affected department or program. The affected program, with the approval of the school dean, may be resubmitted as a revised program following the established procedures of the Graduate Council.

14. If a program which has been discontinued is reinstated, it shall be evaluated by the Graduate Council according to the following schedule:

- a. One year after reinstatement;

b. On the 5 year published rotating schedule thereafter.