

# UCF Graduate Council

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## PROGRAM REVIEW AND AWARDS COMMITTEE MINUTES

### Minutes of September 24, 2008 meeting

#### Members Present

Patricia Bishop, Tasha Dupras, Patrick LiKamWa, Anne Norris,  
H.G. Parsa, Max Poole

#### Recorder

Rhonda Nelson

**Welcome and call to order.** The chair of the committee was unable to attend and the meeting was called to order by Dr. Poole, liaison for the College of Graduate Studies. Dr. Poole welcomed the committee members and introductions of the members followed.

**Changes in graduate education.** A handout was distributed which summarized the recent changes in graduate education. Dr. Bishop reviewed some of the highlights of these changes and informed the committee of the research and demographic studies that will be conducted in the future. The three focus areas for doctoral students are the reputation of our doctoral programs, improvement of the program review process, and a retention study of the doctoral programs in which focus groups, on-line surveys, and demographics analyses are being conducted. For the master's programs, the focus will be on alternative means of funding of master's programs, alternative delivery methods such as web-based delivery, and the development of professional master's programs

**Review of meeting schedule.** The committee members confirmed that the 1:30 start times for the meeting were good for everyone.

**Purpose of Program Review Committee was reviewed by Dr. Poole.** The Graduate Council Program Review Committee provides guidance to the College of Graduate Studies about the quality of our graduate programs through recommendations to the Vice Provost and Dean of the College of Graduate Studies.

The Program Review Committee is involved in the formal program review process that examines our programs on a 7-year cycle by making recommendations as needed concerning the programs. In addition, as a part of the formal review process, the committee updates the graduate faculty status for those faculty members participating in the graduate programs. The Program Review Committee also engages in an ongoing discussion of the factors that promote quality in graduate education and examines how these factors influence our programs. Finally, the Graduate Program Review Committee reviews the proposals of and recommends the approval of new graduate programs to be implemented by the university.

**The following tasks were discussed for completion this academic year:**

**Annual progress report for doctoral students.** The development of an annual progress report for doctoral students will be one of the issues to be addressed by this committee later in the semester. Dr. Poole reported that in some departments there is not a systematic process for annual review and it is causing difficulty for the students later in their program. He asked for everyone to bring their best ideas and own experiences to the committee concerning this topic. The committee's deadline for finalizing an annual review report is January 2009 so that it could be implemented in late spring semester.

**Review of current program review process.** This process will need to be formalized by November 2008. Currently, the review is mandated by the state but we have some latitude in the questions posed to the consultants. Therefore, the committee will first focus on the questions that should be addressed in the current review process of our doctoral programs, and then suggest changes in the program review process itself. Dr. Poole shared samples of various curriculum processes and encouraged the committee to review the process and questions from other universities. He added that the focus of the questions should be on identifying areas where we can improve the program. The committee agreed that we should ask specific questions and expect specific answers rather than the current open-ended free flowing report. It was noted that currently there is only one consultant assigned to review all of the bachelor's, master's and doctoral programs in a particular department. Dr. Parsa asked if we could use both outside and inside consultants. Dr. Adams suggested that we may want to add a ratings matrix to the questions to help structure the report and rank the questions. The consultant could then give an explanation for the low ratings. The committee asked that the questions and the draft handouts from today be sent to them electronically. This information will also be added to the Graduate Council website. Dr. Poole indicated that if a committee member has additional examples of program processes to review to please send these to him so that they can be shared with everyone. Dr. Harrison asked which of the curriculum questions were mandated by the state. Dr. Bishop indicated that the University Program Review Committee would be able to tell us that information. Doctoral programs scheduled for review this year are the Ph.D. in Nursing and the Ph.D. in Biomedical Science.

**Review and evaluation of new programs.** It was noted that this committee will also be responsible for the review of new programs, which has been a responsibility of the Graduate Council Curriculum Committee in the past. The M.S. in Healthcare Informatics will be coming up for review in the near future.

**Review of credentials of new graduate faculty and recertification of graduate faculty in programs slated for university program review.** The criteria for graduate faculty status is currently

being reviewed by the Policy Committee. They plan to simplify the process and reduce the graduate faculty levels from 5 to 3 levels. Therefore, the Graduate Council Program Review Committee will not assume this responsibility until fall semester, 2009.

**Other business.** None

**Announcements and adjournment.** The meeting was adjourned at 2:40 p.m. The next meeting will be October 8, 2008, 1:30, MH 327.

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