

UNIVERSITY PROGRAM REVIEW COUNCIL MEMBERSHIP & PROCEDURES IN 2002-2003 (YEAR 2)

Members of the University Program Review Council should first review and familiarize themselves with the operation and history of Comprehensive Program Review by visiting KSU's Institutional Effectiveness Web site (www.kennesaw.edu/ie/). In this, the second year of KSU's five-year cycle of program review, the focus is on the evaluation of all graduate programs as well as all of the faculty's research and public service centers.

Web Access to Documents

Self-studies for each program under review in Year 2 were completed in Fall 2002 and are available at KSU's Institutional Effectiveness Web site. **All program review documents, self-studies, Council evaluations, and follow-up are or will be archived electronically for reference and review by members of the Council, University community, Regents' staff, SACS teams, and others. The creation of such electronic archives of information is particularly important for KSU's upcoming SACS reaccreditation.**

The University Program Review Council as External Evaluator

The Regents' guidelines for program review call for institutional consideration of the judgments of external evaluators in addition to the self-evaluations by faculty and staff associated with a program or center under review. KSU satisfies that requirement by subjecting all program review self-studies to an independent evaluation by a campus-wide panel of deans and senior faculty members who collectively constitute the University Program Review Council. The Council functions as an external evaluator in that most members are affiliated with colleges, divisions, and departments outside the program's or center's home college or division and can evaluate the program from a university-wide and systems perspective.

Membership of the University Program Review Council in 2003

Ed Rugg, Council Chair, Institutional Effectiveness Director & SACS Liaison
Val Whittlesey, Learning Outcomes Assessment Advisory Council Chair
Lynn Black, Vice President for Academic Affairs

Joe Meeks, Arts Dean
Laurence Sherr, Arts Faculty Rep
Tim Mescon, Business Dean
Harry Lasher, Business Faculty Rep
Linda Noble, Humanities & Soc Sci Dean
Ansley Barton, HSS Faculty Rep
Richard Sowell, Health & Human Ser Dean
Cecilia Tiller, HHS Faculty Rep
Ralph Rascati, AVPAA
Carol Pierannunzi, Faculty & Center Director Rep

Yiping Wan, Education Dean
Pam Cole, Education Faculty Rep
Larry Peterson, Science & Math Dean
Chong Wei Xu, Sci & Math Faculty Rep
Teresa Joyce, Graduate Studies Dean
Susan Hunter, Faculty & Program Director Rep
Barbara Calhoun, Dean - Continuing Ed
Ruth Bettendorff, CE Administrative Fac Rep

Council Evaluations, Observations, & Rating Forms

Each self-study report includes the program's or center's self-evaluations of its strengths (i.e., very strong, strong, satisfactory, weak, very weak) on a standard array of quality and productivity indicators. Program viability, model status potential, investment potential, and improvement plans are also part of this self-evaluation.

After considering the contents of the self-study report and the larger university context, the University Program Review Council makes a subsequent and independent evaluation of the strengths of the program or center on all of the same measures of quality, productivity, viability, etc. The Council's evaluations and observations are contrasted with the program's or center's self-evaluations. **The standard form used for recording the Council's evaluations and observations should be downloaded from the IE Web site and completed as a Word document for subsequent electronic submission and Web posting. A different Council evaluation form is completed for the graduate programs than for the research/service centers.**

The Council is expected to provide sufficient comments in its evaluation of each program or center to be instructive and to facilitate the reader's understanding of any differences between the self-evaluations and the external evaluator's ratings. **Instructive and constructive feedback from the Council's perspective is primarily intended to facilitate quality enhancement and program improvement. The Council's deliberations and evaluations have also been useful for helping set budget allocations and priorities.**

The Council's Review Process & Workload Distribution

The Council will review and make evaluations and observations of 15 graduate programs and 38 research/service centers during Spring 2003.

Four day-long rounds of Council deliberations are scheduled on Fridays from 8:30 AM - 3:30PM, February 21, March 7, March 21, and April 4 at the IE/CETL House #54. Council meetings will be used primarily to reach majority agreement on the Council's evaluation ratings and observations for each program under review.

Prior to the program's consideration by the Council as a whole, each program's self-study will be previewed in depth by a subcommittee consisting of a dean and a faculty member from a college or department outside the program's or center's home division. This two-person subcommittee, after consulting with the dean and the faculty member from the program's home college/division, will prepare a "discussion draft" of the Council's evaluation report for the entire Council's consideration, adoption, and/or modification. Each subcommittee will lead the Council's discussions of these proposed drafts for their assigned program reviews.

Subcommittees should bring 22 hard copies of their completed discussion draft of the Council's evaluation for distribution to and consideration by the Council's full membership at the Friday review sessions. Laptop computer access to the IE and IR Web sites, including all program review self-study reports, will be available to Council members if needed at the Friday meetings. **Once the Council has modified and adopted its final evaluations and observations, the subcommittee members assigned to that case will make the necessary edits to the completed evaluation form and attach it in an email to rlane@kennesaw.edu and lsheehan@kennesaw.edu for posting on the IE Web site.**

Nine UPRC subcommittees, consisting of one dean and one faculty member, have been formed. **Each subcommittee will be responsible this spring for completing in-depth previews of self-study reports and discussion drafts of the Council's evaluations for 5 to 6 different program reviews. Each subcommittee will lead the Council's deliberations on one or two self-studies during each round of review at the Council meetings.**

Full Council Meeting Dates

February 21, March 7, March 21, April 4
 (Four Fridays Every Other Week)
 8:30 AM - 3:30 PM (Lunch Included)
 Conference Room in the IE/CETL House #54
 Dress: Business Casual

Subcommittee Pairings, Discussion Draft Assignments,
 & Council's Schedule for Evaluation

Council's Subcommittee: **Joe Meeks & Cecelia Tiller**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	MA Professional Writing	(HSS - Noble & Barton)
Round 2 - March 7	Regional History & Culture	(HSS - Noble & Barton)
Round 3 - March 21	Golden University	(CE - Calhoun & Bettendorff)
Round 3 - March 21	Center for Conferences	(CE - Calhoun & Bettendorff)
Round 4 - April 4	Project IDEAS	(CE - Calhoun & Bettendorff)
Round 4 - April 4	Corporate Governance	(Bus - Mescon & Lasher)

Council's Subcommittee: **Tim Mescon & Pam Cole**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	Burruss Institute	(HSS - Noble & Barton)
Round 2 - March 7	M.Ed. Educational Leadership	(Education - Wan & Cole)
Round 3 - March 21	M.S. Applied Computer Science	(Sci - Peterson & Xu)
Round 3 - March 21	Information Security Education	(Sci - Peterson & Xu)
Round 4 - April 4	Leadership, Ethics, & Character	(President)

Council's Subcommittee: **Linda Noble & Harry Lasher**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	M.Ed. Adolescent Education	(Education - Wan & Cole)
Round 2 - March 7	M.Ed. Early Childhood	(Education - Wan & Cole)
Round 2 - March 7	Reading Institute	(Education - Wan & Cole)
Round 3 - March 21	Sponsored Programs	(Grad - Joyce & Hunter)
Round 4 - April 4	Public & Non-Profit Leadership	(HHS - Sowell & Tiller)
Round 4 - April 4	Prevention of Violence	(HHS - Sowell & Tiller)

Council's Subcommittee: **Richard Sowell & Ruth Bettendorff**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	Education Technology Center	(Education - Wan & Cole)
Round 2 - March 7	Master of Accounting	(Bus - Mescon & Lasher)
Round 2 - March 7	Web MBA	(Bus - Mescon & Lasher)
Round 3 - March 21	CETL	(VPAA)
Round 3 - March 21	University Learning Center	(President)
Round 4 - April 4	Election Systems	(Sci - Peterson & Xu)

Council's Subcommittee: **Yiping Wan & Susan Hunter**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	MSN Primary Care	(HHS - Sowell & Tiller)
Round 2 - March 7	International Programs in CE	(CE - Calhoun & Bettendorff)
Round 2 - March 7	Development of Asian Studies	(HSS - Noble & Barton)
Round 3 - March 21	MS Conflict Management	(HSS - Noble & Barton)
Round 3 - March 21	Center for Conflict Management	(HSS - Noble & Barton)
Round 4 - April 4	Health Promotion & Wellness	(HSS - Sowell & Tiller)

Council's Subcommittee: **Larry Peterson & Carol Pierannunzi**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	MBA - Career Growth	(Business - Mescon & Lasher)
Round 2 - March 7	International Center	(HSS - Noble & Barton)
Round 2 - March 7	Hispanic Studies Center	(HSS - Noble & Barton)
Round 3 - March 21	MBA - Experienced Professionals	(Business - Mescon & Lasher)
Round 4 - April 4	Cox Family Enterprise Center	(Business - Mescon & Lasher)
Round 4 - April 4	Cobb Microenterprise Center	(Business - Mescon & Lasher)

Council's Subcommittee: **Ralph Rascati & Laurence Sherr**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	Prof Dev & Life Enrichment	(CE - Calhoun & Bettendorff)
Round 2 - March 7	Certificate in Gerontology	(HSS - Noble & Barton)
Round 2 - March 7	CAREing Center	(President)
Round 3 - March 21	M.Ed. Special Education	(Education - Wan & Cole)
Round 4 - April 4	Corporate Training	(CE - Calhoun & Bettendorff)
Round 4 - April 4	Excellence in Organizations	(Bus - Mescon & Lasher)

Council's Subcommittee: **Teresa Joyce & Chong Wei Xu**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	Technology Training	(CE - Calhoun & Bettendorff)
Round 1 - February 21	Cybercrime Institute	(CE - Calhoun & Bettendorff)
Round 2 - March 7	Masters in Public Administration	(HSS - Noble & Barton)
Round 3 - March 21	Industrial Collaboration	(Sci - Peterson & Xu)
Round 4 - April 4	Teacher Resource & Activity	(Education - Wan & Cole)
Round 4 - April 4	Field Experiences & Partnerships	(Education - Wan & Cole)

Council's Subcommittee: **Barbara Calhoun & Ansley Barton**

<u>Council's Evaluation Date</u>	<u>Preview & Draft Assignments</u>	<u>(Home Dean & Fac Rep)</u>
Round 1 - February 21	MS Information Systems	(Sci - Peterson & Xu)
Round 2 - March 7	Center for Community Healthcare	(HHS - Sowell & Tiller)
Round 2 - March 7	Prof Dev & Service in Healthcare	(HSS - Sowell & Tiller)
Round 3 - March 21	Small Business Development	(Bus - Mescon & Lasher)
Round 4 - April 4	Econometrics Center	(Bus - Mescon & Lasher)
Round 4 - April 4	Professional Selling Center	(Bus - Mescon & Lasher)

Web Access Instructions

- Go to www.kennesaw.edu/ie
- Click on Comprehensive Program Review to get to a linked list of the key documents stored on the site.
- To review an assigned self-study report, scroll to Program Review Self-Studies, click on Year 2 Self-Study Reports on Graduate Programs and Service/Research Centers, and click again on the particular self-study report you are seeking (a few report links are not active at this time because the reports are not yet completed).

- To review the original guidelines for self-study reports, scroll to KSU's Program Review Guidelines & Evaluation Procedures, and click on the [Year 2 Self-Study Guidelines for Graduate Programs](#) or the [Year 2 Self-Study Guidelines for Public Service and Research Centers](#).
- To begin filling out a proposed draft of the Council's evaluation form for one of your assigned self-studies, scroll to KSU's Program Review Guidelines and Evaluation Procedures and click on either [Year 2 UPRC's Evaluation Form \(Graduate Programs\)](#) or [Year 2 UPRC's Evaluation Form \(Research/Service Centers\)](#). Save a copy of the blank form for your completion as a Word document.
- To familiarize yourself with the "big picture" of Comprehensive Program Review at KSU, click on some of the documents listed under Current Status of Comprehensive Program Review or Historical Context. Last year's University Program Review Council Evaluations (Year 1) are also available for your reference.

January 17, 2003

MEMORANDUM

To: University Program Review Council Members
From: Ed Rugg, UPRC Chair
Subject: Spring 2003 Review Assignments & Schedule

Happy New Year! Let me thank you in advance for your upcoming service on the 2003 University Program Review Council this spring.

This year's cycle of comprehensive program reviews began last fall with the preparation of detailed self-studies for over 50 of KSU's graduate programs and research and service centers. Most of those self-studies are now completed and are ready for an independent review and evaluation by the University Program Review Council this spring.

A detailed overview of Council's membership, evaluation procedures, and review schedule for 2003 is attached. A few changes and improvements were made here based upon last spring's experience. However, many of the successful tactics that were employed by last year's UPRC were retained in this year's action plan.

Please be sure that the dates and times for the four day-long rounds of Council deliberations are on your calendar (February 21, March 7, March 21, and April 4, Fridays from 8:30 AM to 3:30 PM at IE/CETL House Building #54). Please also take note of your specific subcommittee's homework assignments before each round of review and come prepared with 22 hard copies of your subcommittee's proposed draft of the Council's evaluation for each of your assigned programs or centers under review that day.

Construction was completed just this week on a new and improved Web site and information archive for Comprehensive Program Review (www.kennesaw.edu/ie). Please devote some time soon to reviewing that site and familiarizing yourself with the information that you will need to access and download for your specific assignments. Substantial efforts have been made to minimize the use of hard copy in this year's self-study report preparations and review process. All self-study reports were transmitted via email and are stored on the Web site for your use. The blank forms you will need for completing the Council's evaluation report are also on the Web site. (Note that the Year 2 UPRC Evaluation Form for Graduate Programs is different form the Year 2 UPRC Evaluation Form for Research/Service Centers.

After familiarizing yourself with this year's charge to UPRC members, please contact your assigned subcommittee partner and begin scheduling the completion of your assigned tasks before our first meeting of the full Council in February. If you have any questions or concerns about these processes and procedures, please do not hesitate to call (3609) or email me.

Thanks!

