



Procedure for Graduate Program Internal Review

Effective date: July 1, 2017

I. Purpose

Michigan Technological University conducts formal review of its graduate programs on a regular schedule in order to promote continuous improvement. Two types of reviews take place: internal reviews, organized by the Graduate School and usually conducted on a 5-6-year cycle, and external reviews, conducted by the procedures described for all academic programs (graduate and undergraduate) in the document "*Procedure for Periodic External Review of Academic Degree Programs*". The procedures associated with the internal graduate program review process are detailed below.

II. Review and Updating of the Procedure for Graduate Program Internal Review

The dean of the Graduate School will consult with the Graduate Faculty Council and provost on an annual basis to review the procedure presented in this document to ensure that it remains relevant and useful.

III. Structure of Graduate Program Internal Reviews

Graduate program internal reviews consist of two parts: a *Self-Examination of Graduate Program Outcomes* and *Assessment of Graduate Student Outcomes*.

A. Self-Examination of Graduate Program Outcomes

1. Description. The Self-Examination of Graduate Program Outcomes (GPOs) process is a review conducted by each graduate program every 5-6 years, in coordination with the Graduate School. For the rare program with a professional accreditation cycle that conflicts with the 5-6 year schedule, the dean of the Graduate School will work with the program to establish an appropriate cycle. In the Self-Exam of GPOs process, the Graduate School provides a compendium of information associated with a department/school's graduate degree programs. The information includes time to completion, completion rate, attrition rate, enrollment, student support history, attainment of program goals, student survey responses (blank compendium supplied in Appendix A).
2. Reporting. The department/school under internal review is asked to review the supplied data and to update the previous self-examination, indicating improvements, proposed changes, and updates to the graduate program. Programs submit a report (template provided, see Appendix A, pp13-15) to the dean of the Graduate School, indicating their frank assessment of the state of the program and articulating plans and timeline for future improvement.

3. Administrative Response. The Self-Examination reports are reviewed by the dean of the Graduate School, and feedback is supplied indicating acceptance of the self-exam (no further reporting required until the next cycle), provisional acceptance of the self-exam (interim reporting required), or required revisions to the report (Appendix B).

B. Assessment of Graduate Student Outcomes

1. Description. The Assessment of Graduate Student Outcomes is an annual process in which department/schools implement outcomes-based assessment in their graduate programs. Departments/schools adopt graduate learning objectives (GLOs) for each graduate program (PhD, MS), identify assessment points and associated rubrics, gather assessment data, reflect on assessment results, and plan program improvements in response to the assessment data (close the loop). Assessment plans are filed with the Graduate School (a template Assessment Plan is provided in Appendix C).
2. Reporting. Departments/schools annually submit to the Graduate School a brief summary report of assessment outcomes and planned program responses (report template given in Appendix D).
3. Administrative Response. The dean of the Graduate School will oversee compliance with the graduate assessment process by archiving annual reports and providing feedback to the departments/schools through the self-examination process or through other means.

IV. History of Revisions or Changes

This process is a replacement of a process referenced in the document "Graduate Program Review Supplement to 'Procedure for Periodic Review of Academic Departments and Schools,' originally adopted in 2010. The current document makes clear that what is described is an internal review that is separate from the external reviews called for in the complementary Periodic Review documents.

The Graduate School will update forms (see appendices) as needed and report these changes to the Graduate Faculty Council to share the information and solicit feedback.

Procedure approved by Graduate Faculty Council: 7 February 2017

Approved by Provost: 19 April 2017

Appendices

- A. Blank compendium for the *Self-Examination of Graduate Program Outcomes (GPOs)* including Template report for *Self-Examination of Graduate Program Outcomes (GPOs)*
- B. Administrative Response to *Self-Examination of Graduate Program Outcomes (GPOs)*
- C. Template Assessment Plan for of Graduate Student Outcomes
- D. Template Summary Report of Assessment Outcomes and Planned Program Responses