



August 19, 1985

MEMORANDUM

TO: William Marzluff, Chairman
Graduate Policy Council

FROM: Marie Cowart
Jane Standley
Stuart Baker

RE: Ad Hoc Committee on the Doctoral Program Review Process

This Committee was charged to study the process for Doctoral Program review and to make any recommendations that would improve the current process. The Committee informally received comments from other members of the Graduate Policy Council. The Committee met one time, on July 19, 1985, to summarize its recommendations.

Recommendations:

1. Eliminate current inefficiencies by making minor adjustments in the suggested timetable for the review process:

- currently: early fall* a. Orientation of the Department/Program chairs by June 1 preceding the review year so that data collection may be completed by the beginning of the Fall term.
- currently later in 2nd sem.* b. Rework timetable so that report will be drafted by early December with the final report submitted to the GPC by mid-January. Orient Ad Hoc Review Committee chairs in the Summer prior to the beginning of Fall Semester.

2. Clarify and provide these additions to the report:

- a. Affirmative action plan of the Department including salary structure for women and minorities.
- already implemented* b. Provide uniform data within the body of the report about the faculty in order to support the doctoral directive status recommendations, e.g., number of research projects (publications, other), number of grants awarded and amount (if applicable).

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3. Promote timeliness of submission of reports to the GPC:
 - a. Assign GPC member of Subcommittee to report regularly to the GPC Chairman and Associate Dean for Graduate Studies. Hold orientation meeting with GPC members about role.
 - b. GPC member submits a report of the Subcommittee progress and performance. (to be used to evaluate the process)
4. Develop a resource folder for Subcommittee Chairs:
 - a. Example tables of student, faculty and program information.
 - b. Composite questionnaire for students, faculty and alumni surveys.
 - c. Outline for students and faculty interviews.
5. Make software available for summarization and analysis of survey data.

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prepare?
see R.
STAKENAS.

MC/JS/SB/mhh

cc: Dean Russ Johnsen