

UNIVERSITY *of* WASHINGTON

# **Graduate School Council Orientation 2019-2020**

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# Meeting Schedule

- Two Thursdays each month in the HUB
- No meetings held in summer quarter
- Dean Joy Williamson-Lott will be joining the first hour of the first Thursday each month
- On the 2<sup>nd</sup> Thursday of each month, meeting will be held from 2:30-3:30 as Policy Committee meets afterward



# Charge of the Graduate School Council

- Graduate Faculty have oversight of graduate programs
  - Designation and requirements for degrees; scholastic standards; admissions; courses applied to degrees; recommending students for graduation
  - Distinct governance and organization from Faculty Senate (Faculty Code Chapter 23)
- Graduate School Council is the representative body for the Graduate Faculty
  - Charter of the Graduate School Council
- Serves in an advisory capacity to the Dean of the Graduate School
  - Graduate education policies; academic standards and practices
  - Existing undergraduate and graduate degree and certificate programs (Academic Program Review)
  - Proposed graduate degree and certificate programs (New Program Proposals)

# Council Membership

- Members are Graduate Faculty
  - One representative from each UW Seattle college or school
  - Two representatives each from UW Bothell and UW Tacoma
  - One representative from each division of the College of Arts and Sciences
  - One representative from the Graduate School Interdisciplinary Programs
- *Ex officio* members
  - University of Washington Libraries
  - UW Continuum College
  - GPSS President
  - Academic Affairs & Planning Staff

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# Academic Program Review

- Full Academic Program Review
  - “Ten Year Review”
  - All academic units should be reviewed once every ten years
  - Includes all undergraduate and graduate programs
- Interim Report
  - Report submitted by academic units to the Graduate School Dean at a specified interval to address specific concerns from a previous academic program review
  - Sometimes an update, sometimes requires specific recommendations from Council
- Five Year Review
  - All new graduate programs and graduate certificates must be reviewed five years after being created
  - Programs submit a report to be considered by Council
  - Once granted “continuing status” the program is included in the home school/college/department’s regular academic program review

# Lifecycle of a Full Academic Program Review

Year Before

- Review initiated; committee formed
- Charge meeting; Unit writes self-study

Review in Progress

- Site Visit
- Exit Discussion

After Site Visit

- Review Committee Report
- Unit Response
- Graduate School Council final discussion & recommendations

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# Lifecycle of a Full Academic Program Review

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- Before the Program Review: Charge Meeting
  - Takes place during the academic year before the site visit
  - Opportunity for stakeholders to clarify key elements of each review and ways in which the review can help the academic unit
  - Unit prepares a self-study document with questions to guide the program review
- During the Program Review: Site Visit with Exit Discussion
  - Typically two full days with Exit Discussion occurring at the end of the 2<sup>nd</sup> day
  - Opportunity to clarify review committee's initial findings and to discuss the review with unit and college/school leadership
- After the Program Review: Final Steps
  - Review Committee prepares final report with findings from the review
  - Unit responds to Review Committee Report
  - Graduate School Council Representatives create Program Summary and present to Council

# What's My Role?

## Program Reviews



Year Before

### Council Member Program Review Assignments

- Reviews divided equally among council members
- Assignments take place during Winter Quarter the year before the review
- Two Council Members will be assigned to each Full Review; One Council Member to each 5-year Review

### Charge Meeting

- Prior to the meeting, GSC representatives should go over previous review documents
- Be prepared with any questions/issues you'd like to add to the conversation
- Can participate virtually

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# What's My Role?

## Program Reviews

Review in  
Progress

### Site Visit Exit Discussion

- Attend this approximately 2-hour conversation
- Raise questions/issues that help to shape the Review Committee's final report
- In-person attendance is essential

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# What's My Role?

## Program Reviews

After Site  
Visit

### Summary and Recommendations to Graduate School Council

- Council Representatives prepare summary
- Presentation to full Graduate School Council

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# Lifecycle of a New Graduate Degree Program Proposal

## Planning Phase

- Discussions within academic unit and with stakeholders
- Planning Notice of Intent (PNOI) and tri-campus comment

## Proposal Development

- Unit submits full, detailed proposal to Graduate School
- External faculty peer review and comment

## Final Review

- Graduate School Council reviews full proposal
- Proposing unit and dean or unit leadership attend Graduate School Council
- Graduate School Council recommends advancing proposal to Board of Regents

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# What's My Role?

## Program Proposals



### Final Review

- Review new program proposals prior to the Council meeting for which they're scheduled for discussion
- Recommend to the Dean of the Graduate School to advance the proposal to the Board of Regents for formal approval; OR
- Provide concrete feedback the proposing unit that outlines specific issues that must be addressed in the proposal before the Council can recommend advancement to the Board of Regents.

# FALL QUARTER PROJECTED CALENDAR

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## Program Reviews

- > Department of Classics
- > Department of Real Estate
- > Department of Philosophy
- > Department of Biomedical Informatics and Medical Education

## Program Proposals

- > Graduate Certificate in American Indian and Indigenous Studies
- > Doctor of Global Health DrGH
- > PhD (Global Health: Metrics)/ PhD (Global Health: Implementation Science)
- > Master of Science in Genetic Counseling

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