Provost Summit

This preliminary meeting with the Provost and other selected administrators establishes the strategic focus for the review and identifies data that will be needed. The summit could consider a wide range of potential issues—for example, opportunities for innovation or distinction in an existing or new academic area; impediments to insuring quality or performances; changes in the academic discipline or external environment that require a strategic response; possible collaborations with internal or external partners to create an interdisciplinary program; or proposals to restructure student learning experiences inside or outside the classroom. Typically, the participants in the summit will agree upon about 3 areas of strategic focus. Appendix II contains a strategic issues statement that will be shared with the various review teams.

The unit then meets with members of the Program Review Council to establish the operational details: to confirm the steps in the review process, establish a timeline, and set preliminary agendas for the meetings with the council and the external review team. Soon after, the unit will provide a list of potential external review team members and possible times for the visit.

Once the focus of the self-study and the data needed to support it have been identified in these two preliminary meetings, Office of Institutional Research and Assessment, Finance, and the Office of the Provost will provide any data needed beyond that included in the college annual report or other existing sources. If surveys are warranted, the unit is responsible for developing the questions and collecting and evaluating the data. Both qualitative and quantitative measures are used with a focus on student learning outcomes and impact on academic reputation.