

SUMMARY OF PROGRAM REVIEW PROCESS COLLEGE OF AGRICULTURE AND LIFE SCIENCES

The Program Review consists of two phases:

- Program Self Study
- The External Review

Your primary contact in CALS administration concerning the Program Review is the Senior Associate Dean's Office: Bridget (255-7720), Barbara A. Knuth (254-6765), or Jan P. Nyrop (255-4677).

The FCPR schedules Chairs of departments that will be undergoing an upcoming review for an orientation session to familiarize them with the process and guidelines. Bridget attends the orientation session with the Chair of the Faculty Committee for Program Review (FCPR) and Kristin Walker, the administrative staff with the FCPR.

PLANNING FOR PROGRAM REVIEW

Establish dates of Program Review based on availability of Dean and Senior Associate Dean (SAD) of CALS.

Bridget contacts the department to get the proposed dates for the Kickoff and Exit meetings. Bridget then checks the Dean's and SAD's schedule to assure that both are available for the dates proposed by the department (Dean Henry wants to attend both). This is done before the external Review Team candidates are contacted.

The SAD attends the welcoming dinner which is normally scheduled for the Sunday evening before the review. The Department Chair attends the dinner along with any Review Team members that arrive. Bridget makes the arrangements for this dinner.

REVIEW TEAM

✓ Director/Chair develops list of potential External Review Team members. Director/Chair provides a bio for each potential reviewer to Senior Associate Dean.

✓ The Senior Associate Dean develops an independent list of potential External Review Team members, with help from the Chair/Director as to sources, etc. The Chair/Director will provide names for the Senior Associate Dean to contact in order to develop a list of suggestions for additional External Review Team members. The Chair/Director and SAD meet to talk about their choices and a final list of potential review team members is then submitted **by the department Chair** to the FCPR for approval. Usually an equal number from the Chairs list and the SAD's list are submitted. *It is best to submit several more names than will be needed as invited individuals are often not available to serve.* A typical Review Team includes three or four members. After approval from the FCPR of the entire list, the SAD and Chair agree on a priority order for inviting Team members.

✓ Inclusion of a CSREES member as part of the review team is optional, and should be discussed by the Department Chair and Senior Associate Dean regarding the relevancy to the program/department. When a CSREES employee is the team leader, the Agency will pay for the CSREES individual plus the travel and per diem expenses of two additional team members (for a team of five or more). When CSREES serves as a member but is not in a lead role, the Agency will pay for only the Agency participant. While the Agency doesn't pay honoraria to review team members, the institution may elect to pay honoraria to nonfederal team members. The CSREES must have a 4 – 6 month lead time.

✓Once a date has been selected and confirmed for the review the Chair then contacts individuals on the list submitted and approved by the FCPR to confirm their willingness to participate. The FCPR will reimburse the Review Team for travel, food and lodging expenses for three or four external review team members. *For more than four review team members the additional cost will be covered by the college or department as negotiated with the SAD. The department Chair must clearly justify the need for more than four review team members.* Inclusion of a USDA representative is optional and travel costs are covered by USDA.

✓Director/Chair asks one of the External Review Team members to act as Chair of the Review Team. (The Chair receives a stipend of \$1,250 and each Reviewer receives \$1,000, all travel related expenses are reimbursed initially by the department and the department is reimbursed by the FCPR. USDA representatives do not receive a stipend and their travel costs are not covered. If there are two or more USDA representatives, then the first USDA representative is responsible for their travel expenses and any additional USDA representative is reimbursed initially by the department and the department is reimbursed by the FCPR.) **Department Chair** notifies FCPR and SAD of final list of Review Team Members.

✓Senior Associate Dean sends thank you letters to External Review Team for agreeing to participate with a copy to Director/Chair and FCPR. Include in the letter a list of all External Review Team members and the list of the Administration members.

✓Assistant to Director/Chair reserves block of rooms at Statler for each External Review Team member, and also makes meeting room/catering arrangements for activities/meetings related to Review, except the welcoming dinner and Kickoff and Exit meetings (handled by Bridget). The Statler room reservations need to be made far in advance. The department also makes meeting room/catering arrangements for activities/meetings related to Review.

✓After External Review Team departs, the Department Chair sends Team members a thank you note with a reminder about the Final Report which is due within one month following the date of the Review

SELF STUDY

✓Department Director/Chair develops Self Study. Submit one copy to Senior Associate Dean – **two months in advance** of Program Review date. The Dean and Senior Associate Dean will develop the Charge to the Review Team. Bridget will email a copy of the Charge to the Review Team to Cornell administrators involved in the Kickoff and Exit meetings, one week in advance of the Kickoff meeting. Bridget will also provide a copy of the Charge for all attendees on the date of the Kickoff meeting. The Department provides a copy of the draft of the Self Study to the two FCPR members participating in the Review as well as Kristin Walker.

✓Director/Chair may receive suggestions for changes to the Self Study from either or both Senior Associate Dean and FCPR members.

✓If modifications are made to Self Study – submit copy of final version to Senior Associate Dean's office for approval. The final version of the Self Study must be approved by the Senior Associate Dean before distribution to Review Team members by the Director/Chair.

✓Assistant to Director/Chair creates a draft agenda to be forwarded to the Senior Associate Dean of CALS for approval, before distribution. This must be done at least one month prior to the date of the Review.

✓Assistant to Director/Chair of the Department under review has copies made of final version of Self Study, charge and agenda and mails – at least two weeks prior to date of the Review - to each member of the Review Team, the two FCPR members assigned to the Review, the Dean and Senior Associate Dean of CALS, the Associate Deans of CALS, the Dean of the Graduate School, and the Vice Provost. All of the individuals listed above will attend the Kickoff and Exit meetings. (Expenses for copying of the Self Study, including

four copies for the FCPR, a copy for the provost, appropriate vice provost, deans, associate deans, and 1 – 5 copies for the department are reimbursable through the FCPR at the conclusion of the Review.)

WELCOMING DINNER

✓The Senior Associate Dean and Chair of the Department host an informal welcoming dinner the evening before commencement of the Review including all External Review Team members that have arrived. This dinner is typically arranged by Bridget and it is to be held at the Statler Hotel. Make sure the dinner is direct billed to account 101-3708 –xxxx-(three digit department code) which is the account designated for program review expenses. Any questions, contact Cheryl Yaw.

KICKOFF AND EXIT MEETINGS

✓Bridget invites the Associate Deans in CALS, the Dean of the Graduate School, the Vice Provost, FCPR members as well as reserving time on the Dean's and SAD's calendar for the Kickoff and Exit meetings.

✓The **Kickoff** meeting is held in the Dean's conference room and includes the Dean, the Senior Associate Dean, the Review Team Members, the two FCPR members assigned to the Review, CALS Associate Deans, the Vice Provost and Dean of the Graduate School. *(No member of the Department under Review attends either the Kickoff or Exit meeting.)*

✓The **Exit** meeting attendees include those present at the Kickoff meeting, namely Dean, the Senior Associate Dean, the Review Team Members, the two FCPR members assigned to the Review, CALS Associate Deans, the Provost and Dean of the Graduate School. *(No member of the Department under Review attends either the Kickoff or Exit meeting.)*

✓Bridget reserves the conference room for both the Kickoff and Exit meetings and arranges for catering if needed. Bridget creates name badges for all attendees invited to the Kickoff and Exit meetings.

EXPENSES

✓The FCPR will reimburse the Review Team for travel, food and lodging expenses for three to four review team members. *For more than four review team members the additional cost will be covered by the college or department as negotiated with the SAD. The department Chair must clearly justify the need for more than four review team members.* Inclusion of a USDA representative is optional and travel costs are covered for up to one USDA representative, by the USDA. (The Chair of the Review Team receives a stipend of \$1,250 and each Reviewer receives \$1,000, all travel related expenses are reimbursed initially by the department and the department is reimbursed by the FCPR).

✓Before departure, the external reviewers submit travel expenses to the Department for reimbursement. *(The USDA rep involved cannot accept travel reimbursement as their travel expenses must be submitted by them directly to the USDA for reimbursement. If there are two or more USDA representatives, then travel expenses are only reimbursed by the USDA for one representative. Each additional USDA representative will need to submit their travel expenses to the Department for reimbursement).*

✓It is best to include two copies of the travel reimbursement form in a welcoming packet for reviewers that they can look over, sign and submit in advance of leaving in order to quickly process the paperwork for their reimbursement.

✓Cheryl Yaw will process travel reimbursements and honorariums. The Department also submits to the Accounting representative the Department Expense Reimbursement Sheet stating all Program Review expenses (catering, postage, copying charges) incurred by the department related to activities of the Review

process. (Expenses for copying of the Self Study, including four copies for the FCPR, a copy for the provost, appropriate vice provost, deans, associate deans, and 1 – 5 copies for the department are reimbursable through the FCPR at the conclusion of the Review.) Copies of all receipts must be included with the reimbursement request.

REVIEW TEAM FINAL REPORT – DEPARTMENT AND DEAN’S RESPONSE

1. Submission of Final Report is due to the Senior Associate Dean by the External Review Team within one month of Review. Senior Associate Dean has Bridget distribute copies of the External Review Team Report to Department Chair and Dean. Bridget tracks to assure Final Report received within a reasonable time. After the Final Report is received, the SAD sends a thank you letter to the Review Team members with a copy to the Director/Chair.
2. Department prepares a written response to the Review Team’s findings. The Department’s Response is to be submitted to the Dean within one month following receipt of the written report from the External Review Team. Bridget tracks to assure Department response is received within a reasonable time.
3. The Dean, or SAD, then prepares a written response regarding the External Review Team’s findings and recommendations, along with the Department’s response, which will include appropriate explanations where needed, which is submitted to the FCPR, within one month following the receipt of the Department response. Bridget tracks to assure Dean’s Response is received within a reasonable time.
4. Upon receipt of the External Review Report and the Department and Dean’s responses, the FCPR will prepare a short report to the Provost summarizing the review.

THERE ARE TWO DOCUMENTS USED TO RECORD PROGRAM REVIEW RELATED INFO AND DUE DATES: THEY ARE:

- 1) Status of Reviews w/Planning Details.
This is a running log of activity related to individual department/program reviews to track activity. It is a quick reference to determine where the department/program stands in the process, who has done what.
- 2) The other file is Program Review Timeline – which is a calendar of scheduled Program Review dates.

BOTH OF THESE FILES AS WELL AS ALL OTHER MSWORD AND MSEXCEL DOCUMENTS CAN BE LOCATED IN THE SAD FOLDER.

ALSO REFER TO EUDORA FOR EMAIL CORRESPONDENCE RELATED TO PROGRAM REVIEWS – LOCATED UNDER PROGRAM REVIEW FILES.

BRIAN CHABOT IS CHAIR OF THE FCPR (Faculty Committee for Programs Reviews) AND KRISTIN WALKER IS THE ADMINISTRATOR.