

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of the Provost and Vice Chancellor for Academic Affairs
Swanlund Administration Building
601 East John Street
Champaign, IL 61820

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DEC 18 1998

DMI

December 16, 1998

Dean Leigh Estabrook, *Chair*
Professor Paul Bohn
Professor Clifton Brown
Dean Kathleen Conlin
Dean Jesse Delia
Professor Bruce Chassy
Professor Lizanne DeStefano
Dr. Carol Livingstone ✓
Dr. Lawrence Mann
Professor Richard Schacht
Dean William R. Schowalter

Dear Colleagues:

Thank you for your willingness to serve on a committee to advise us on the implementation of a campus-wide unit review process that will contribute to our overall improvement.

We have not had a systematic process for program quality review for some years. As you know, the Task Force on Graduate Education delivered an excellent report in 1997. Among its recommendations was that we should institute periodic reviews of our graduate programs. Also in 1997, the Task Force on Assessment and Program Improvement recommended a campus-wide plan for outcomes assessment designed to encourage programmatic improvement at both graduate and undergraduate levels. Using these reports as catalysts, we now ask that you consider what sort of program review process would best serve our institutional interest of achieving excellence in each of our programs (graduate and undergraduate), and could be implemented with a reasonable cost-benefit ratio. Ideally, any system we implement will provide an integrated assessment of the various aspects of our programs, and also interface appropriately with the annual budget process.

Elements we hope you will consider include how programs will be identified for review, standard elements all reviews should contain, and appropriate frequency of unit reviews (no more frequently than every ten years comes to mind!). Another issue that might arise is how and when an external review component might be incorporated into these processes. We believe that a reasonable process, one that minimizes both the need for additional structures and unit-level burden, can be created.

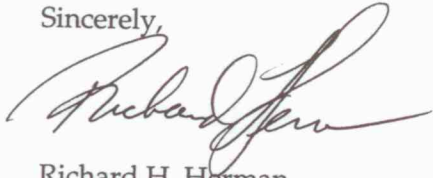
Members of your committee bring a variety of perspectives and experience to this task. In addition to those who served on the Task Force on Graduate Education and the Task

Force on Assessment, among you are members with experience with prior program review procedures and with the pilot program currently underway. Others upon whom you might call for additional information include Associate Dean Wesley Seitz, who has been responsible for the implementation of the Task Force on Graduate Education, and Assistant Provost Karen Carney, who coordinates the IBHE program reviews that occur for every unit on campus decennially. In addition, Associate Provost Walter Tousey might provide useful insight into the budget process, should that prove deliberations in the course of your deliberations.

Associate Graduate Dean Michael Loui will provide staff support for your committee. To facilitate the scheduling of the first meeting, we have enclosed schedule grids to be completed and returned to Dean Loui's office.

We hope to receive your final report by the end of March, with perhaps an interim report for discussion by the Council of Deans by February 15. Thank you again for your willingness to undertake this important service to our academic community.

Sincerely,



Richard H. Herman
Provost and Vice Chancellor
for Academic Affairs



Richard C. Alkire
Vice Chancellor for Research and
Dean, the Graduate College

c: Council of Deans
Associate Dean Loui

Final

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Graduate School of Library and Information Science
Library and Information Science Building
501 East Daniel Street
Champaign, IL 61820-6211



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March 24, 1999

DMI

Provost Richard Herman
Vice-Chancellor Richard Alkire
Swanlund Building
MC-304

Dear Provost Herman and Vice-Chancellor Alkire:


Enclosed please find the report from the Program Quality Review Committee. We are proposing this process as a complement to the CBOC annual report from units, the current work on outcomes assessment on campus and other reviews such as those done for accreditation. While the Committee does not believe there should be additional review by the Graduate College, both the Provost and Dean of the Graduate College have the authority to initiate reviews under our recommended proposal. In our discussions of unit review, committee members concluded that our proposal provides an alternative, but equally powerful, way to attain the goals of assessment and review envisioned by the Task Force on Graduate Education.

The committee also discussed briefly how the costs associated with review should be handled. We recommend that the dean or the Provost (in the case of units that report directly to that office) should be responsible for funding reasonable costs for the review.

Finally, I would like to note that the committee could not reach consensus on the timing of unit review. A number of committee members believe that it would be in the best interests of the University to mandate these reviews at specified intervals, ideally no less often than every 10 to 12 years. Others felt that the timeline for review should be entirely determined by the Provost, deans and department executives. **Nevertheless, this report does have the full support of the committee.**

We would be happy to discuss this with you or with other campus groups. Thank you for the opportunity to serve the University in this important matter.

Sincerely,


Leigh Estabrook
Dean and Professor

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