

## A Guide to Creating an Agenda for External Review

A visit by a graduate program review (GPR) committee may be as short as a day and a half and as long as four days, depending on the scope of the review. Reviews of graduate programs only tend to be shorter and comprehensive reviews (including undergraduate programs and other elements of the department) longer. The following table contains a list of sessions arranged in a rough chronological order included in a typical GPR agenda. Use the table as a guide to creating an agenda that is appropriate to your program and the scope of your review. You may consult with the Graduate School if you have any questions as you are preparing your agenda.

Session	Participants	Time	Discussion Items
Organizational meeting	GPR team	Pre-review dinner the evening before the review or breakfast the first day of review	Agenda and logistics of review
Meeting with college administration and dean of Graduate School [Notes: 1) The primary goal is to receive direction from the administrators; 2) Be sure that meeting is on deans' calendars ASAP].	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• Dean of Graduate School</li> <li>• College dean</li> <li>• Any other college administrators that the dean invites</li> </ul>	1 hour	Deans may: <ul style="list-style-type: none"> <li>• Provide overview of college</li> <li>• Present areas of concern reviewers should address</li> <li>• Answer reviewers' questions about college and department</li> </ul>
Overview of graduate program administration	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• DGP</li> <li>• Dept. Head</li> </ul>	30 minutes	<ul style="list-style-type: none"> <li>• Applications processing</li> <li>• Funding and assignment of assistantships</li> <li>• Assignment of mentors</li> <li>• Appt. of committees</li> <li>• Development of Plans of Work</li> <li>• Monitoring student progress</li> <li>• Problems or procedures peculiar to dept.</li> </ul>
Overview of graduate program	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• DGP</li> <li>• (Dept. head encouraged to attend)</li> <li>• (Other faculty strongly encouraged to attend)</li> </ul>	1 hour – or longer if needed for multiple programs	<ul style="list-style-type: none"> <li>• Instructional program</li> <li>• Degrees offered</li> <li>• Enrollment statistics</li> <li>• Philosophy of graduate education</li> <li>• Program outcomes and assessment</li> <li>• Curriculum</li> <li>• Future directions</li> </ul>

Overview of research [Note: especially appropriate for programs with substantial external funding for research]	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• DGP</li> <li>• Research faculty</li> <li>• (Dept. head encouraged to attend)</li> </ul>	1 hour	<ul style="list-style-type: none"> <li>• Research units/thrusts</li> <li>• Research funding</li> <li>• Research facilities/space</li> <li>• Relationship of research program to graduate student training</li> <li>• Future plans</li> <li>• Any special needs to improve graduate student research</li> </ul>
Meeting with graduate faculty	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• Graduate faculty</li> <li>• (No DGP or dept. head)</li> </ul>	1 hour	<p>Informal dialogue on</p> <ul style="list-style-type: none"> <li>• Specific needs of faculty</li> <li>• Recommendations for improving program</li> <li>• Views on communication within department</li> <li>• Vision for the future</li> </ul>
Meeting with junior faculty	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• Junior faculty</li> <li>• (No DGP or dept. head)</li> </ul>	30 minutes	<p>Informal dialogue on</p> <ul style="list-style-type: none"> <li>• Dept. policies on tenure and promotion</li> <li>• Mentoring</li> <li>• Views on communication within department</li> </ul>
Private meetings with individual faculty and students (scheduled via program secretary)	GPR team only	1 hour	Concerns that individuals want to address with GPR team privately
Meeting with graduate students	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• Graduate students</li> <li>• (No faculty)</li> </ul>	1 hour (lunch?)	<p>Solicited and unsolicited comments on:</p> <ul style="list-style-type: none"> <li>• Instruction</li> <li>• Curriculum</li> <li>• Advising</li> <li>• Assistantships</li> <li>• Program and Graduate School policies</li> </ul>
Tour of facilities [Note: especially appropriate for programs with research space and/or programs for which facilities are an issue]	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• Faculty and staff appropriate for leading tour</li> </ul>	1 hour (or longer if necessary)	<ul style="list-style-type: none"> <li>• Adequacy of facilities</li> <li>• Location of facilities</li> </ul>
GPR team meeting	GPR team only	2-3 hours	<ul style="list-style-type: none"> <li>• Discussion of findings of review</li> <li>• Write first draft of report</li> </ul>
Meeting with college administration and dean of Graduate School [Note: Be sure that meeting is on deans' calendar ASAP].	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• College Dean</li> <li>• Any other college administrators that the Dean invites</li> </ul>	1 hour	<p>GPR team and/or College Dean may:</p> <ul style="list-style-type: none"> <li>• Present tentative findings and recommendations</li> <li>• Relate matters of concern</li> <li>• Suggest changes for improvement in grad program</li> </ul>



Meeting with program faculty [Note: Not all colleges provide this session.]	<ul style="list-style-type: none"> <li>• GPR team</li> <li>• DGP</li> <li>• Dept. head</li> <li>• Program faculty</li> </ul>	1 hour	<ul style="list-style-type: none"> <li>• Tentative report of findings and recommendations</li> <li>• Answering any specific questions the faculty may have about findings and recommendations</li> </ul>
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### **Preparation for Review: Additional Notes**

- The Department or Program should assume that the GPR team has reviewed the Self-Study Report but that they may still have questions pertaining to the report or may need additional information not included in the report.
- The GPR team either has most of the facts pertaining to the graduate program or will soon obtain them. The review team is more interested in reviewing the issues that will affect the future of the graduate program. These issues will obviously differ among programs, but they might include problems such as loss of faculty, inability to recruit quality students, inadequate administrative structure, lack of space/facilities/equipment, poor employment opportunities for graduate students, competition with other graduate programs, etc.