

# UC San Diego Undergraduate Program Reviews Review Cycle and Timeline

## Review Cycle

As part of the continuing, critical analyses of academic programs and student learning at UC San Diego, the Academic Senate's Undergraduate Council (UGC) performs scheduled program reviews -- to ensure superior educational quality of all undergraduate academic programs. The Associate Vice Chancellor for Academic Affairs/Dean of Undergraduate Education (AVCDUE) works with UGC to facilitate undergraduate program reviews in a manner analogous to the relationship between the Dean of the Graduate Division and the Graduate Council for graduate program reviews.



## Timeline

### Review Notification – Spring through early Summer

UGC determines the programs for review and the AVCDUE Office provides advance notice of the review. Programs are reviewed on a 6 to 7-year cycle and 7 or more undergraduate reviews are conducted each year.

### Review Committee – Summer and Fall Quarter

The review committee is comprised of three Academic Senate faculty members and the Academic Senate's Committees on Committees approves the review committee slate. (1) Review Committee chair: the chair is a member of the UC San Diego Academic Senate Committee - Undergraduate Council (2) On-campus member: UC San Diego Senate faculty member in a related discipline who is not affiliated with the department or program being reviewed (3) Other UC campus member: Senate faculty member from another UC Campus who is an expert in the discipline being reviewed.

### Data Collection – Fall Quarter

The AVCDUE Office coordinates the collection of relevant program and campus data from various campus offices to generate the review data set. This data set is delivered to the program along with guidelines for writing the self-study at the beginning of fall quarter.

### Program Self-Study – Fall Quarter

The program's self-study discusses all aspects of the curriculum and instruction, operations, delivery of the curriculum, and updates learning objectives and assessments. The self-study is due at the end of fall quarter.

### Program Review Site Visit – Winter Quarter

About a month before the site visit, the AVCDUE office provides the review committee with the program's self-study and the review data set. The review committee visits the program and conducts interviews with faculty, staff, teaching assistants, lecturers, and undergraduate majors and minors over a day and a half. The site visit concludes with an "exit interview" with the review committee, the program's Chair and Vice Chair, Divisional Dean and the AVCDUE. About a month after the site visit, the review committee submits a written report.

### Review Summary – Spring Quarter

The program, dean, and relevant campus administrators are invited to respond to the review committee's report. UGC writes their review summary (findings and recommendations) and sets the timeframe for the program's follow-up discussion in 1 year.

### Administrative Resources/Follow-up – Spring Quarter/Following Fall Quarter

The AVCDUE meets with the program and the dean to discuss recommendations in the review summary and resource needs.

### Review Follow-up – 1 Year Later

One year later, the program responds to the issues raised in their review summary and submits a brief written report to UGC. After a thorough assessment, UGC either requests additional information from the program or concludes the current review.