Annual Report: Academic Year 2013-14
Davis Division: Academic Senate

Committee on Undergraduate Instruction and Program Review

<table>
<thead>
<tr>
<th>Total Meetings</th>
<th>Meeting frequency: As needed – Average about 2/month</th>
<th>Average hours of committee work each week: varies</th>
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| Total of Undergraduate Programs Reviewed: 25 plus 11 COE ABET reports for a total of 36 programs | Total deferred from the previous year: 0 | Total deferred to the coming academic year: 2 – Chinese and Classic Civilization. UIPR will also complete interim review for Women & Gender Studies in 2014-15 |

Listing of bylaw changes proposed:
That Davis Division Bylaw 121(F) be amended to increase the membership to include the chair of the appropriate program review committee or executive committee of each undergraduate college on the Davis campus ex officio, two members from the College of Engineering, two members from the College of Agricultural and Environmental Sciences, two members from the College of Biological Sciences and three members from the College of Letters and Science, preferably one each from the Division of Humanities, Arts and Cultural Studies, from the Division of Mathematical and Physical Sciences, and the Division of Social Sciences as well as the Director of the Center for Excellence in Teaching and Learning ex officio, one GSA representative, one Academic Federation representative, and two ASUCD representatives.

Listing of committee policies established or revised:
Revision of program review process to expedite completion and add external reviewers

Issues considered by the committee:
- Inclusion of General Education requirements to the self-review template
- Coordination of outside accreditation reviews with UIPR reviews
- Revised timeline for review completion
- Inclusion of review teams for program reviews
- Review team member selection for Cluster 7 and Cluster 1
- Placement of new majors on Cluster Review Schedule (Marine & Coastal Sciences and Mathematical Analytics and Operations Research)

Recommended procedural or policy changes for the coming year:
Inclusion of COE programs in UIPR reviews

Committee’s narrative:
The undergraduate program review process was revised this year in order to streamline the process, include external reviewers, expedite completion of program reviews and increase accountability and response to findings. The self-review template has also been revised to include General Education (GE) assessment. This portion of the template will be completed by programs and submitted to UIPR in January along with the rest of the self-review. That GE portion of the template will then be given to the GE committee so they may complete assessment of GE in the programs. Revisions of the program review were presented to WASC and the WASC review team was pleased with the improvements to the process. Program reviews will now take one year to
complete whereas in the past they could take up to three years. With the new process programs will have fall quarter to complete the self-review, review team members will visit and evaluate programs in winter and early spring with UIPR completing and forwarding their reports to UGC by June. Those reports will then be sent to the Provost, and meetings will be held with the Provost, deans and program chairs to determine how to address recommendations from UGC. The Provost’s office will notify UGC of actions taken, and UGC will maintain a record for reference by the programs for the next review.

Budget & Institutional Analysis (BIA) is the office of record for the appendices (data) and is responsible for sending the data reports to the home departments in September with a courtesy copy to the Academic Senate office. In April the committee held a review kickoff meeting with BIA and Cluster 1 program representatives to discuss the program review process and identify what information would be provided to programs to assist them in completing reviews. Program representatives also had the opportunity to request any additional data they may require from BIA.

This year UIPR completed the Cluster 6 reviews under the previous process, but also reviewed most of the Cluster 7 programs which piloted the new process including outside reviewers. This resulted in UIPR reviewing 25 total programs. Along with the added number of programs to review, committee members were also required to attend several welcome dinners, breakfasts and exit meetings with the review team members for Cluster 7 totaling 39 additional meeting commitments. Due to the additional commitments, the committee requested and was granted a bylaw change to increase membership.

For the first time, the committee also reviewed the eleven College of Engineering (COE) ABET reports. COE programs have not undergone the campus UIPR review in the past due to their ABET accreditation. However since accredited programs in other colleges undergo UIPR review, it was felt that COE programs should undergo UIPR review as well. The UIPR committee found that information in the ABET reports did not include information requested in the UIPR reviews and discussed how to acquire that information in the future. Discussion is ongoing between UIPR and COE regarding how best to include those programs into the campus review practice; therefore UIPR did not forward these reports to UGC. It was determined that programs with outside accreditation (Clinical Nutrition, Food Science, Landscape Architecture) will not be required to have review team visits and evaluations but will complete the UIPR review.

For each program in Cluster 6, UIPR committee members reviewed the submitted following materials: the completed self-review by the home department of the program, the report on the program by the College’s Undergraduate Program Review Committee, and the responses from the department chair and/or master adviser, the Dean, and the College Executive Committee. Cluster 7 programs worked under the revised process, so UIPR based their reports on only the self-review and review team reports.

For each program, UIPR committee members prepared a report providing a summary of the program’s strengths and weaknesses, and recommendations on areas of concern that need to be addressed. The reports were then posted for review by all members of the UIPR committee, finalized and approved, and then forwarded to Undergraduate Council (UGC).

Working October through June, the committee completed and submitted thirteen of the fourteen Cluster 6 reports to Undergraduate Council. (An expedited review of CAES Textiles and Clothing was conducted last year.)

- CLAS:
  - Comparative Literature
  - English
  - Film Studies
  - Medieval & Early Modern Studies
  - Religious Studies
  - University Writing Program
Asian American Studies (Interim Review)

- Clinical Nutrition
- Fiber and Polymer Science
- Food Science
- Nutrition Science
- Viticulture & Enology

Chinese and Classic Civilizations will be completed by UIPR fall quarter 2014. Cluster 7 reviews were the first to include review team visits and evaluations. (An expedited review of CBS Exercise Biology was conducted last year.)

The UIPR committee also completed and submitted to UGC twelve of the fourteen Cluster 7 reports. Cluster 7 reviews were the first to include review team visits and evaluations. (An expedited review of CBS Exercise Biology was conducted last year.)

French
- German
- Italian
- Japanese
- Russian
- Spanish

Animal Biology
- Animal Science
- Animal Science & Management
- Entomology & Nematology
- Wildlife, Fish & Conservation Biology

Neurobiology, Physiology & Behavior

The revised process will be fully implemented next year for Cluster 1. Those programs will receive BIA data in September, complete self-reviews fall quarter and submit to UIPR by January 1. Review teams will commence visits in January. Women & Gender Studies has been asked to complete a full interim review in 2014-15, and this review will follow the same timeline as all other Cluster 1 programs.

The new major, Sustainable Environmental Design, was approved on January 30, 2014. UIPR determined placement in CAES Cluster 1, however being a new major, no data will be available to complete a review next year. Therefore, it will be reviewed for the first time in Cluster 4 (2017-18) to assure the program is adequately delivering a quality program and then return to the regular review cycle. The new Marine & Coastal Science major was approved in June, 2013 and will be placed in both CAES and CBS in Cluster 3.

Respectfully submitted,

Carl Whithaus, University Writing Program, UIPR Chair
Dipak Ghosal, Computer Science Engineering
William DeBello, Neurobiology, Physiology & Behavior
Edward Dickinson, History
Daniel Kliebenstein, Plant Sciences
Steve Wheeler, Human Ecology
Sandra Vella, AF Representative
Valerie Billing, GSA Representative
Christopher Thaiss, Ex-Officio, Director, Center for Excellence in Teaching & Learning
Debbie Stacionis, Academic Senate Analyst