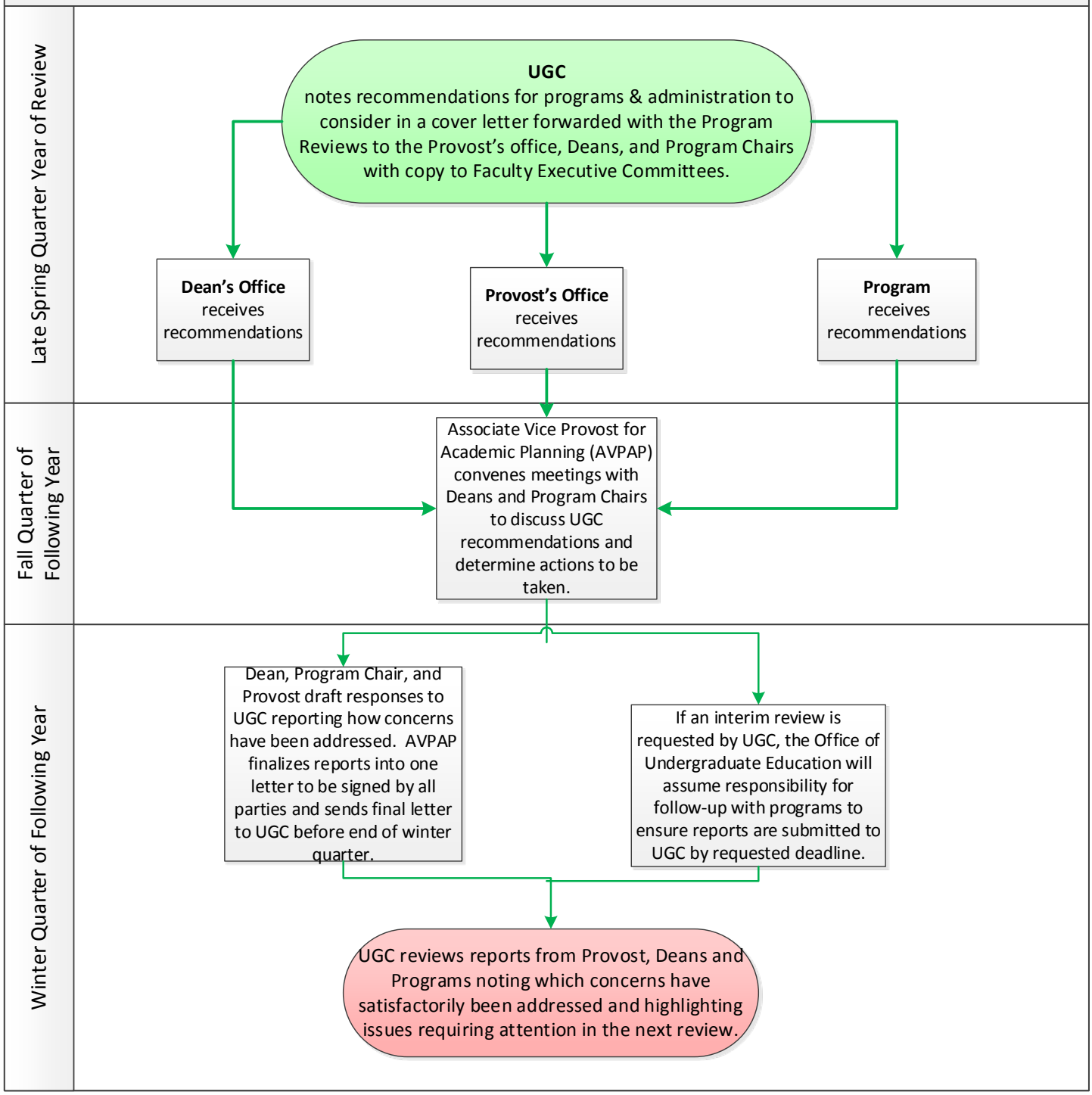
Undergraduate Council Program Review Closure Process



Details of the Revised UGC Closing the Loop Process:

1. Completed UIPRC reports will go to UGC for analysis.
2. UGC will write a final letter with recommendations directed to the program, Dean, and Provost.
3. The UGC letter will be added to the program review packet, and complete review packets will be sent to the Provost, Deans, and Program Chair in late June or early July of the year of the review. College Faculty Executive Committee Chairs of each college will be copied.
4. The office of Undergraduate Education has been designated by the Provost to convene meetings with the Program Chair and Deans to discuss UGC recommendations and determine actions to be taken to address those recommendations. The Associate Vice Provost for Academic Planning will coordinate these meetings.
5. Each party (Program, Dean, and Provost) will prepare their respective section of a joint response letter to UGC, including a statement of feedback and actions to be taken. Prioritization of designated actions may also be noted. Preparation and finalization of this letter will be coordinated by the Associate Vice Provost for Academic Planning, and will be approved and signed by the Provost, Dean, and Program Chair. Initial sections submitted by each party will not be edited without the approval of the original author. All parties (Program, Dean, and Provost) will also have the opportunity to describe in writing any points of disagreement in this jointly-signed letter.
6. The Associate Vice Provost for Academic Planning will send the final letter to UGC before the end of winter quarter the year following the review.
7. UGC will write a final “Closing the Loop” response noting which concerns have been satisfactorily addressed, how the program plans to address other concerns in the future, and highlighting any issues to which special attention should be paid in the next review. The Provost, Dean, and program response letter and the UGC final response are added to the complete review packet.
8. Complete review packets including program self-review, review team report, UIPRC report, UGC recommendation letter, response letter, and final UGC Closing the Loop response are kept on file. Currently complete program reviews for Cluster 1 through 3 (2014-15 through 2016-17) are available and can be accessed with Kerberos authentication at: http://academicsenate.ucdavis.edu/divisional-resources/program_review.cfm