

REVIEW & EVALUATION PROCESS

GAC's will be evaluated by the Program Review Committee (PRC) via a single ad-hoc faculty reviewer, but without an automatically required on-site review. An optional one hour meeting with the GAC Chair can be requested at the discretion of the reviewer. GAC reviews will be based primarily on three sources:

1. Graduate Studies-provided 10-year summary data report that includes trend enrollment, graduation data, the home graduate programs of students in the GAC, and trend enrollment of GAC student home graduate programs.
2. The GAC self-review (described below); and
3. The confidential online student and faculty surveys.

The key questions for the review of the GAC are whether or not it provides "added value" for the enrolled students and for UCD in general, and if there are weaknesses that need to be addressed.

THE GAC SELF-REVIEW

The GAC self-review documentation should be 2-3 pages in length, not including appendices. It should be submitted electronically as a single PDF, and should include the following information:

I. General Information on the GAC

- A. Name of GAC and its original approval date
- B. Contact information for the chair and staff for the GAC
- C. The website for the GAC
- D. The goal of the GAC
- E. A list of the affiliated graduate programs with the affiliated faculty from those programs noted

II. Quality of the Program

- A. What is the need for graduates from this GAC on a local and global basis?
- B. The GAC completion rate is the percentage of students who successfully complete the GAC, among the students who enroll in the GAC. If the GAC completion rate is below 90%, please explain which GAC requirements the students do not fulfill.
- C. How has the training (e.g. coursework) in the GAC assisted students in their academic or professional development, for example in formulating and/or conducting their research?
- D. Are the skills learned from a GAC complementary and useful to the student's advanced degree? (for example in formulating and/or conducting their research, or in qualifying students for a wider range of professional positions).
- E. Does the GAC have the faculty expertise necessary to provide adequate training in the GAC?
- F. Do you have any information from alumni regarding the quality and usefulness of the GAC?
- G. Are alumni in the program actively engaged or employed in work associated with their training in the GAC?
- H. Is the training by this GAC provided in part or full by other programs on campus?

III. Summary

- A. Summarize the overall strengths of the GAC and how you plan to maintain them.
- B. Summarize the overall weaknesses of the GAC and how you plan to correct them.
- C. What are the GACs strategies for addressing challenges and opportunities over the next 7 years?

IV. Appendices

- A. Insert the Graduate Studies-provided data report as Appendix A
- B. Insert the Graduate Council-approved degree requirements for the GAC as Appendix B
- C. Insert the Graduate Council-approved bylaws for the GAC as Appendix C
- D. Documents from the previous review:
 1. Graduate Council transmittal letter, with the PRC report attached.
 2. The response(s) from the relevant parties (GAC Chair, programs, department, deans, etc.)
 3. Graduate Council PRC Closure letter, with the Program Review Closure Committee recommendation attached.
 4. Other documentation pertinent to the GAC being reviewed (admission suspensions, etc.); only as needed.
 5. For GAC's being reviewed for the first time, include the approved GAC proposal.

TIMELINE OF THE REVIEW PROCESS

Sunset Clause Notices and Initiation letters of GAC reviews will be sent by the Graduate Council typically during Fall quarter prior to "Year 1" of the review.

Sunset Clause Notice¹

A letter notifying the GAC Chair of the Sunset Clause will be sent one year prior to "Year 1" of the review. The GAC Chair will be required to respond to Graduate Council indicating that they wish to continue with the review or opt to Sunset the GAC at this time. If the GAC Chair requests to continue with the review, an initiation letter will be issued, and the process will continue as outlined below.

"Year 1" of the review:

February: Per the [Policy Regulating Programmatic Changes](#), the deadline for submission of any changes to the degree requirements and bylaws will be the last day in February prior to the programs self-review submission deadline. Changes to degree requirements and bylaws cannot be approved during the "review phase".

March: Faculty and student email information submitted for the confidential questionnaire process.

March: Data reports provided by Graduate Studies distributed to the GAC.

April: The confidential questionnaire process is initiated.

July: The GAC submits their self-review. Failure to submit a self-review by the deadline may result in Graduate Council suspending or closing admissions to the GAC, or invoking the "sunset clause"¹ for the GAC.

"Year 2" of the review:

Fall Quarter: Reviews are conducted by the ad-hoc reviewer

Fall/Winter Quarter: Ad hoc reviewer submits their letter of findings, and recommendations to the PRC.

Winter Quarter: The results of the GAC reviews and the recommendations of the PRC will be presented to Graduate Council for action.

REVIEW OUTCOMES

After its evaluation of the ad hoc reviewers' findings, PRC will make one of the following recommendations to Graduate Council:

- A. "Excellent Review" with a recommendation to re-review the GAC in 7 years;
- B. "Good Review" with a recommendation to re-review the GAC in 4 years;
or
- C. "Unsatisfactory Review" with a recommendation for either i) a more intensive one-day on-site review with a single ad-hoc reviewer immediately, or (ii) closure of admissions to the GAC.

Graduate Council reserves the right to close admissions to the GAC and invoke the GAC "sunset clause" on the basis of lack of participation of faculty GAC, as measured by enrollment and completion data.

¹GAC Policy and Proposal Guidelines

Approval of new GAC programs includes a 7-year "sunset clause." That is, admissions to the GAC will end automatically after 7 years unless continuation is requested and justified in the program's self-review document as part of the program review process. The rationale for the sunset clause is that GAC's should reflect current needs and changing trends in education, and thus they may be short-lived. <https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc2007-01-gac-policy-proposal.pdf>