Academic Program Reviews

February 2024

vpap.berkeley.edu/apr
program-reviews@berkeley.edu
Academic Program Reviews

What are Academic Programs?
They hold faculty FTE and have undergraduate and/or graduate educational programs
  • Departments within Colleges
  • Professional Schools
  • Augmented Graduate Groups

UC Berkeley currently has 67 Academic Programs that are reviewed through this process.

What is the timeframe for Reviews?
At UC Berkeley each review spans about 2.5 years, from kick-off to outcome.
5-7 academic program site visits are conducted in a given academic year.
Program reviews are good practice, and a requirement for our institutional accreditation.
Western Association of Schools and Colleges (WASC)
Senior College & University Commission

UC Berkeley’s Institutional Accreditation Site Visit
Fall 2024
# Program Review Oversight Committees (PROC)

<table>
<thead>
<tr>
<th>Academic Senate Committee Representative (assigned)</th>
<th>Administrative Counterpart or Designee (standing members)</th>
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</thead>
<tbody>
<tr>
<td>- BIR: Budget &amp; Interdepartmental Relations</td>
<td>- VPF: Vice Provost for the Faculty</td>
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<tr>
<td>- DECC: Diversity, Equity, &amp; Campus Climate</td>
<td>- VCEI: Vice Chancellor, Equity and Inclusion</td>
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<td>- GC: Graduate Council</td>
<td>- Grad Div.: Dean, Graduate Division</td>
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<td>- UGC: Undergraduate Council</td>
<td>- VPUE: Vice Provost, Undergraduate Education</td>
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</tbody>
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- L&S Executive Committee Rep *(for L&S Depts only)*
- Vice Chancellor for **Research**
- Vice Chancellor for **Administration**
- Special Faculty Advisor to the Chancellor on **Campus Welfare**
- Director, Office of Planning & Analysis *(OPA)*
- **EVCP**: Executive Vice Chancellor and Provost

*Standing members*
## Snapshot of 10-year Schedule

<table>
<thead>
<tr>
<th>Site visit year</th>
<th>Site Visit Semester</th>
<th>Unit</th>
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<tbody>
<tr>
<td>2022-23</td>
<td>2023 Spring</td>
<td>Architecture, Economics, Landscape Architecture and Environmental Planning, School of Optometry</td>
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<tr>
<td></td>
<td></td>
<td><strong>Cycling out of the review process</strong></td>
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<tr>
<td>2023-24</td>
<td>2023 Fall</td>
<td>Environmental Science, Policy, and Management, School of Social Welfare</td>
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<tr>
<td>Sites visit this academic year</td>
<td>2024 Spring</td>
<td>Mechanical Engineering, Physics, Plant and Microbial Biology</td>
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<td>2024-25</td>
<td>2024 Fall</td>
<td>Chemical and Biomolecular Engineering, Energy and Resources Graduate Group</td>
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<tr>
<td>Sites visit next academic year</td>
<td>2025 Spring</td>
<td>Ancient Greek &amp; Roman Studies, Integrative Biology, Spanish and Portuguese</td>
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<tr>
<td>2025-26</td>
<td>2025 Fall</td>
<td>English, Gender and Women’s Studies, History, Civil and Environmental Engineering, Nutritional Sciences and Toxicology, Sociology, Theater, Dance, and Performance Studies</td>
</tr>
<tr>
<td>Cycling into the review process: recently kicked off these reviews</td>
<td>2026 Spring</td>
<td>Demography, History of Art, Political Science, African American Studies, Music, School of Education, School of Journalism, Statistics</td>
</tr>
<tr>
<td>2026-27</td>
<td>2026 Fall</td>
<td>Demography, History of Art, Political Science</td>
</tr>
<tr>
<td>These units are not yet under review and are next in line to be kicked off.</td>
<td>2027 Spring</td>
<td>African American Studies, Music, School of Education</td>
</tr>
<tr>
<td>2027-28</td>
<td>2027 Fall</td>
<td>School of Journalism, Statistics</td>
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(21/67 units highlighted in color below are actively in the review process):
APR Staff Support:
Campus provided expertise

- Graduate Program
- Undergrad Program: Learning Outcomes
- Undergrad Program: Retention & student demographics
- Organization Development: Strategic Planning / Governance
- DEIBJ: Strategic Planning & Implementation
- Data Support: Central Data Summary
- Prevention Planning: SV/SH

Self Study
APR Staff Support: Campus provided expertise

Organization Development:
Strategic Planning / Governance

Data Support:
Central Data Summary

Graduate Program
Learning Outcomes

Undergrad Program:
Retention & student demographics

Undergrad Program:
Strategic Planning & Implementation

DEIBJ:
Prevention Planning: SV/SH

Recent additions to staff support areas are primarily centered around DEIBJ, Climate, & Culture.
APR Staff Support: Campus provided expertise

Recent additions to staff support areas are primarily centered around DEIBJ, Climate, & Culture.

- Malcolm Quon: VPAP, Office of Planning & Analysis
- Linda Song & Burcu Tung: Graduate Division
- Melissa Ko: Center for Teaching & Learning
- Andrew Eppig: VCEI
- Amy Scharf: VCEI, Tracy Pascua Dea: DEBlueprint
- Liat Wexler: PATH to Care Center & Confidential Resource
- Colin Gerker-Junsay & Pamela Rich: People & Culture

- Organization Development: Strategic Planning / Governance
- Graduate Program
- Undergrad Program: Learning Outcomes
- Undergrad Program: Retention & student demographics
- DEIBJ: Strategic Planning & Implementation
- Prevention Planning: SV/SH

Data Support: Central Data Summary
Academic Program Review Timeline

Above = Action items for unit

Below = Action items for others
Academic Program Review Timeline

Acronyms:
External Review Committee (ERC)
Academic Senate Liaison (ASL)

Nominated by the unit

Engage faculty, lecturers, staff & students early

Timeline

18 months prior to site visit
2 months before site visit
1 month before site visit
ERC Site Visit (~3 days)
2 months after site visit
3-9 months after site visit
1-5 years after
5 years after

Action items for unit

Kick-off meeting
Planning meeting with APR support team
Work with APR support team
Unit self-study due
Finalize site visit schedule
Site visit
Unit responds to ERC & ASL reports
Follow up on due items
Mid-cycle check-in

Action items for other participants

Recruit ERC & ASL
Complete OPA data summary
PROC & Dean* review all materials
ERC charge is prepared

PROC Welcome Meeting
PROC Exit Interview

ERC & ASL complete reports

All documents sent to DEAN* + Senate + L&S:
Reports prepared by 5 Senate Coms on PROC + DIVCO + L&S Exec Com

PROC Wrap-Up meeting & Outcome Letter

Action items for other participants

2 months before site visit
1 month before site visit
2 months after site visit
5 years after

*The Cognizant Dean for Berkeley’s Schools is the Vice Provost for the Faculty
APR Guide
From kick-off to outcome

Guide for the Review of Existing Instructional Programs

vpap.berkeley.edu/apr-guide
Step 4: Self-Study Rubric

1 – Executive Summary (1 page)

2 – Reflections on the Current State of the Unit (≤ 10 pages)
   a. Brief introduction to unit
   b. Response to previous review
   c. Other opportunities and challenges

3 – Strategic plan (15 pages)
   a. Vision and strategic priorities (for the next 5 – 10 years)
   b. Research (Intellectual Focus)
   c. Campus Ecosystem
   d. Education (Objectives, Student Learning Goals and Assessment)
   e. Faculty (Strategic Hiring Plan, Teaching and Service Workloads, Mentoring)
   f. Resources (Staff, Governance, Facilities, and Finances)

4 – Diversity, Equity, and Inclusion Plan (5 pages)

5 – Faculty Bios (1-2 pages each)
# Table of Contents

## Introduction

## Review of Existing Instructional Programs

- **Step 1**: Selection of Units for Review and Initiating Individual Reviews
- **Step 2**: Determining Focal Issues for the Self-Study
- **Step 3**: OPA Data Summary
- **Step 4**: Self-Study
- **Step 5**: External Review Committee and Senate Liaison - Selection and Charge
- **Step 6**: External Review Committee Visit to Campus
- **Step 7**: Report Distribution and Responses from Senate Committees
- **Step 8**: Wrap-Up Meeting
- **Step 9**: Follow-Up: The Unit Response to the PROC Recommendations
- **Step 10**: Mid-Cycle Check-in

## Confidentiality Policy Regarding Academic Program Review Reports

## Appendix I. Prompts for Discussion in the Self-Study

### Overview

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3a</td>
<td>Vision and Strategic Priorities</td>
<td>11</td>
</tr>
<tr>
<td>3b</td>
<td>Research (Intellectual Focus)</td>
<td>11</td>
</tr>
<tr>
<td>3c</td>
<td>Campus Ecosystem</td>
<td>12</td>
</tr>
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<td>Education (Objectives, Learning Goals and Assessment)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Undergraduate Program:</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Graduate Program</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Quality of Instruction</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Faculty Advising and Mentoring of Students and Postdocs</td>
<td>16</td>
</tr>
<tr>
<td>3e</td>
<td>Faculty</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Strategic Hiring Plan</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Faculty Mentoring</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Faculty Teaching and Service Loads</td>
<td>17</td>
</tr>
<tr>
<td>3f</td>
<td>Resources and Governance</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Staffing, Physical Facilities, and Other Resources</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Unit Governance and Administration</td>
<td>18</td>
</tr>
</tbody>
</table>

## Appendix II. External Review Committee Sample Schedule

## Appendix III. Department Checklist
Recently Instituted Processes

**College/Division Deans:**
Being more intentional in involving Deans

**Department Chairs:**
Encouraging Chairs to delegate planning & writing among faculty & staff, to mitigate potential disruptions due to Chair turnover

**Staff:**
NOW Conference
Hosting a seminar for MSOs & staff at the start of the academic year

**Vice Chancellors:**
Research – SPO, BRDO, EHS, OLAC, OPHS, VSPA, etc.

Administration – Research Administration, IT, Facilities, Capital Strategies, People & Culture, etc.
Recently Instituted Processes, cont.

Senate Committees on PROC:

- **PROC Senate Reps** –
  Meet ahead of the site visit to **coordinate** talking points.

- **Grad Council, DECC, Grad Division, Grad Assembly, VCEI** –
  Encouraged efforts to **assess** climate & promote DEI among graduate students. Seeded the integration of DEIBlueprint & APRs.

- **DECC** –
  Department Chairs are invited to **share progress** with &/or seek support from DECC. DECC is also interested to gather insights from units who are achieving successes.

- **CAPRA** –
  Enhanced emphasis on how units interact within the **campus academic ecosystem** & vice versa. Are all available resources being optimally leveraged?
Processes Under Discussion

Undergraduate Student Experiences:

In partnership with VPUE, UGC, DEIBlueprint, and CTL, we are exploring avenues to reintroduce department-specific surveys.

Mid-Cycle Check-ins:

We are reassessing this 5-year check-in process to determine the most efficient approach for our units, PROC, and the APR staff.
Academic Program Reviews

UC Berkeley Chemistry Department Self-Study
Prepared as part of the 2022 Academic Program Review July, 2022

Berkeley Herbert Wertheim School of Optometry & Vision Science

2019-20 Academic Program Review Self Study Assessment

Questions?