Instructions

- Attached is a list of programs in your college that will be participating in the Strategic Program Assessment process this academic year. Please contact the Graduate School immediately if any changes need to be made. For each program, please provide the Graduate School and the program with the following information by August 15:
  - Are there any concerns or issues that you would like the program to address as part of this process?
  - Are there any special instructions or additional questions you would like the program to answer in their self-study?

- Please review the Instructions and Advice to Programs document. Note especially the following:
  - Deadline: The programs’ self-studies with your comments are due to the Graduate School by May 12, 2023.
  - External Review: Please work with your programs to determine if an external review will be conducted; if so, please identify what type of external review will take place and when.

- Please review the Self-Study Questions document. It may be helpful to your programs for the college to create a document that lists some college level activities/initiatives that your programs might reference in their self-studies. This college level document should NOT be an aggregation of program level activities/initiatives. Specific items you may want to address include but are not limited to:
  - College level recruiting and admission activities/initiatives (see Question 3)
  - College level retention activities/initiatives (see Question 4)
  - College level career preparation, professional development, and placement activities/initiatives (see Question 5)
  - College level activities/initiatives to support the quality and effectiveness of instruction of graduate students (see Question 16)
- College level activities/initiatives to support the advising and mentoring of graduate students (see Question 17)
- College level activities/initiatives to assess and address the health and wellness of graduate students (see Question 18)
- College level offerings that address any other priority areas identified by the Program in their optional self-reflection questions

- When reviewing the self-studies submitted by your college’s programs, please prepare a brief (typically 1-2 page) commentary from you addressing the following key points, to be submitted to the Graduate School with the self-study:
  - Are there any specific elements of the self-study that you wish to highlight? For example, exemplary practices that might be shared with other programs or specific issues/concerns that were not sufficiently addressed in the self-study.
  - In what areas and to what extent do you agree with the program’s “Looking Forward” goals?
  - How does the college plan to support the program in reaching those goals?
  - What help does the college need, and from whom, to be able to provide that support?

- Following submission of all your college’s self-studies, the Graduate School will review the self-studies and your commentaries and then schedule a meeting with you to provide Graduate School feedback for all your programs.
  - After this meeting, please follow up with each of your programs to convey your feedback and any Graduate School feedback. If appropriate, the Graduate School would be happy to participate in meetings with your programs.