GSBS Program Review Process

Overview

GSBS degree programs (PhD in Biomedical Sciences and MS in Clinical Investigation) are subject to periodic review conducted in accordance and compliance with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended – and Capital Guidelines on Academic Quality Assessment and Development).

In practice, this means the doctoral Program in Biomedical Sciences and the master's program in Clinical Investigation are subject to external review on a 5- to 7-year cycle. In preparation for external review, each sub-program of each degree-conferring program shall be subject to review by GSBS Assembly.

Schedule of GSBS Assembly Review of sub-programs
- Follows the same process as T32 Review
- Each program, every 5 years
- Each 5-year cycle culminates in overall GSBS review – to be conducted in accordance and compliance with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended – and Capital Guidelines on Academic Quality Assessment and Development).

Selection of Sub-program Review Committee
- 2-3 highly qualified individuals who are not affiliated with the program. These members may be GSBS faculty or faculty unaffiliated with the campus. Internal or external committees may be requested by the program and/or by GSBS Assembly.
- Selection criteria
    - History of involvement and success in scholarship, research, and research training in the specific field or in related fields.
    - Former faculty members, alumni, or research collaborators are inappropriate.
- Committee must be approved by the GSBS Dean who will also invite the review team and appoint the Chair
- If an external committee is created, a GSBS Assembly member is appointed by GSBS Assembly to serve as liaison to the review committee. This member serves as a resource to the committee, attends all meetings and will debrief GSBS Assembly on the process.

Program Self-Study
- Begins 6 months prior to review
- GSBS will assist with template text and data
- Includes overview of the GSBS, information on the curriculum, teaching, research, faculty, students, postdocs, resources, and future direction of the program.
- Includes an on-line anonymous survey of program students carried out by the GSBS

Information Provided to Review Committee
- Charge letter from Dean
    - Purpose of review
    - Content areas that must be addressed.
- Program self-study
- Guidelines for Report
- Review agenda

Review
- Includes meetings with
    - o Program Director(s)
    - o Departmental Chairs
    - o Program Faculty
    - o Program Students
    - o Program Postdocs
    - o Program Career Planning initiatives
    - o GSBS Dean
    - o Associate Deans for Recruitment and Academic Affairs
    - o Provost
- Working dinner and debriefing
    - o Program Director and GSBS Dean
    - o GSBS Assembly Liaison

Program Review Report
- Coordinated by Chair
- Generally follows guidelines for reporting (see sample report) but may deviate if useful
- Includes
    - Strengths & achievements
    - Issues that must be addressed
    - Recommendations
    - Future directions
- Due 4 weeks after visit
- Distributed to GSBS Assembly by Dean

GSBS Assembly Review
- Committee Liaison and Dean lead discussion of report at a GSBS Assembly meeting
- GSBS Assembly corrects any factual errors
- Provides written request to Program Director to respond to issues arising within the purview of the Program Director
- Provides written request to institutional leaders to respond to issues arising beyond the purview of the Program Director and Faculty

Program response
- Program Director and faculty produce response to report and GSBS Assembly. Includes:
    - Assessment of report
    - Plan and timeline to address recommendations of committee
    - Changes that have occurred since the review
    - Future directions
- Must be delivered to GSBS Dean within 2 months of receiving external review report

Post-Review Process
- GSBS Assembly serves as advocate for the program's further development and/or discontinuation.
- GSBS Assembly serves to develop a faculty-wide understanding of the strengths and needs of the program.
- GSBS Assembly must receive an update on progress 1 year and, if necessary, 2 years following the review

Program Review self-study

GSBS Overview (template text provided by GSBS)

- Governance
- GSBS structure
    - Programs
    - Students
    - Courses originating from each Program
    - Overall completion data
    - Time to completion
    - Training grants
    - Student support
- Admissions pathways and statistics
- Institutional support

Academic Program

- Overview
    - History
    - Goals
    - Areas of Scholarship
    - Distinguishing characteristics
- Requirements for completion of degree
- Summary of recommendations of previous review and how the program addressed them
- New initiatives and directions for next 5 years

Faculty

- List of faculty active in teaching and training in the program
    - NIH Biosketch plus research support
    - Teaching commitments
    - Thesis research students
- Changes in program faculty during past 5 years and explanation for changes

Student Admissions, Enrollment and Academic Progress

- Does the GSBS Admissions process meet the Program's needs?
    - If not, how should it be improved?
- Is student enrollment in the program subject to program review?
    - If not, how is the student selected?
    - If so what criteria are used?
- Does the program exercise oversight of student selection of advanced courses?
    - If not, how does the program help the student to select courses that will assist in their preparation for qualifying examination and thesis research?
- How is progress to degree evaluated?
- Indicate students who withdrew or were dismissed and reasons.
- Publications and presentations of current students.
- Titles and authors of all dissertations completed in past 5 years.
- Provide a copy or URL of the last 5 dissertations from your program.
- Information on Graduate Employment including first and present positions - this covers students who graduated in past 10 years.

Learning Outcomes
- Describe the learning outcomes for the program
    - specific knowledge, abilities, and skills that students should acquire.
- How do your degree requirements and benchmarks enable you to assess learning outcomes for your program?
    - Purpose of the required courses
    - What do exam committees look for in written and oral examinations and final defenses?
    - What do you expect students to take away from required activities like teaching, conference presentations, and grant/fellowship applications?
- Evaluation plan for your program's students
    - How is assessment of learning outcomes used to conduct a broader programmatic assessment?
    - What specific data is collected and how is it reviewed?
- How are students informed of the program's learning outcomes?
- The GSBS has 6 learning competencies (http://www.umassmed.edu/gsbs/academics/learning-objectives/) How does your program address them?

Training environment
- How does your program promote intellectual and social cohesion among its students?
- How does your program promote and track student mentoring?
- Resources
    - List students supported by:
        - Extramural fellowships or training grants
        - Extramural research awards to the Thesis Advisor
        - Intramural funds
    - Describe the space and other resources for training graduate students (classroom facilities, labs, offices, library journal subscriptions, computers etc.)
    - Describe resources for student participation at local and national conferences
    - Are program resources adequate? If not, how could they be improved?

Administration
- Describe your program's administrative structure
- What role do students play in programmatic decisions?
- What is the extent of interaction and coordination with other programs?
- Does GSBS administrative support meet your needs? If not how can this be improved?

Program Review - Sample Schedule

8:00 am	Van or Taxi pick up at Hotel if an external committee.
8:30 am	*Welcome and overview of review process.* UMMS Provost, GSBS Dean, GSBS Assembly Chair, Graduate Assembly Faculty Liaison
9:00 am	*Graduate Program: Organization and Leadership.* Graduate Program Director and Executive Committee
10:00 am	Break
10:15 am	*Graduate Program: Admission Process, Selectivity, and Student Support.* Graduate Program Director and GSBS Associate Dean for Admissions
11:00 am	*Graduate Program: Core Curriculum and Research Training* Graduate Program Director, Graduate Advisors, relevant course directors, GSBS Associate Dean for Curriculum and Academic Affairs
Noon	Lunch with students (closed to all GSBS Faculty and Staff)
1:30 pm	Discussion with Alumni (if available and/or available to teleconference)
2:15 pm	*Graduate Program: Career Planning* GSBS Associate Dean for Postdoctoral Scholars and GSBS Assistant Dean for Career & Professional Development
2:45 pm	Break
3:00 pm	Discussion with Current Program Faculty
4:00 pm	Discussion with Program and relevant Departmental Leadership on Future Plans
5:00 pm	*Review Panel Executive Session*
6:00 pm	*Van or Taxi pick-up. Working dinner and debrief.* Provide reviewers with a copy of the previous Academic Program Review Review Committee, Senior Faculty, GSBS Dean.

Proposed Program Review Schedule

Academic Program	Calendar Year
BMP	2016
MDP	2016
CA	2017
Cell Bio	2017
PGSP	2018
IGP	2018
TS	2018
MMP	2019
Neuro	2019
IMP	2019
MSCI	2020
CPHR	2020
GSBS PhD & MSCI	2020