

Program Review Committee

- PURPOSE:** Recommend and manage a comprehensive and cyclical program review process. Review, and provide feedback on program reviews to ensure the procedures and processes are being followed and used to effect informed changes in the curriculum. Approve the review once it meets the committee's standards.
- HOW APPOINTED:** Deans make recommendations for their colleges; senate presidents make recommendations for their individual senates.
- ROTATION:** Representatives from each of the colleges will serve a three-year term. Student representatives will be appointed annually.
- MEMBERSHIP:**
- Officers
 1. Chaired by the Assistant Provost/Dean of the Graduate School. The Chair shall be the presiding officer and shall:
 - administer all business of the committee
 - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
 - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
 2. The secretary shall be elected by the committee at its first meeting of the Fall semester and shall record and transmit agendas/minutes of all committee meetings and assist the chairpersons with correspondence of the committee as requested.
 - Ex-officio
 1. Assistant Provost/Dean of the Graduate School
 2. Director of Data and Institutional Effectiveness
 3. University Director of Assessment
 - Faculty
 4. A faculty representative from each college
 5. Faculty Senate (1)
 6. A librarian
 7. Graduate Council (1)
- HOW APPOINTED:** Deans make recommendations for their colleges and the Library; Senate Presidents make recommendations for their individual senates.
- WHEN APPOINTED:** Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.

MEETING
FREQUENCY:

The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.

PARLIAMENTARY
PROCEDURE

Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.