

TEXAS A&M UNIVERSITY-KINGSVILLE

COLLEGE OF GRADUATE STUDIES

GRADUATE COUNCIL

Graduate Program Review

2002-2003

Texas A&M University-Kingsville
College of Graduate Studies
Graduate Council
Masters Program Review Committee
Dr. Steven Lukefahr, 2002-2003, Chair

PURPOSE OF MASTERS PROGRAM REVIEW

The masters program review process provides the College of Graduate Studies (CGS) with data needed to ascertain its progress in the achievement of its stated mission.

Programs which fail to help the CGS achieve its mission should not be continued as part of the College. Thus, recommendations of the Program Review Committee concerning the value of a given program under review should be restricted to the parameters of judging whether the program is contributing to the achievement of the stated mission of the CGS. In addition, the program review process should provide recommendations for improving a given program when implementation of the recommendations would enhance the program's contribution to the achievement of the College of Graduate Studies' stated mission.

The purpose of the College of Graduate Studies is to:

answer the personal needs of the student and the special needs of society that are not satisfied by a baccalaureate program--needs of students that can only be met by more advanced and specialized study in a particular field through original investigation and creative scholarship.

As a means of achieving its mission, the CGS places emphasis on providing

an intellectually challenging education reflecting high standards of academic performance.

This emphasis, in turn, requires (1) **a graduate faculty** with specific qualifications including

being actively involved in recognized scholarly activities, **(2) a coherent pattern of courses** for each recognized graduate program, and **(3) comprehensive examinations and a thesis or its equivalent** in a creative project for each recognized graduate program.

In order for the CGS to achieve its mission, it must be comprised of programs that

- (1) develop within the student the ability to produce quality scholarship through independent effort,**
- (2) meet the students' occupational, intellectual, and cultural needs.**

The Graduate Council's Program Review Committee, therefore, limits its investigation of a given program to determining if the program contributes to the above mentioned efforts of the CGS. That is, the review of a graduate program is specifically limited to addressing

- (1) program content, requirements, and structure,**
- (2) program students,**
- (3) program faculty,**
- (4) program resources and facilities.**

As stated previously, the primary objective of the Graduate Council's program review process is to determine whether a given program is contributing to the mission of the CGS, and to provide the program with specific recommendations for improving its overall contribution to the achievement of that mission. Another important objective of the program review process is to secure information that can be used to

- (1) improve the academic quality of the program,**
- (2) improve the administration of the program,**
- (3) provide an early alert to potential program problems**
- (4) improve cooperation among the institutional entities affected by the program.**

The following instrument has been designed to help collect the data needed to fulfill the above described purpose.

**Texas A&M University-Kingsville
College of Graduate Studies
Graduate Council Program Review Committee**

PROGRAM REVIEW INSTRUMENT

II-05. Give specific evidence (statistics, study results, article citations, etc.) that the program's objectives (as reported in II-01 and II-02) are being met.

II-06. Within the parameters of the objectives given in II-01 and II-02, rank the following characteristics as to the desirability of them being exhibited by the students who complete the program. Note: please use #1 to denote the most important or most desired characteristic.

- ___ Capable of doing research
- ___ Capable of pursuing another advanced degree
- ___ Capable of being an effective teacher
- ___ Capable of securing a professional position
- ___ Capable of appreciating a broad education
- ___ Other: Please identify _____
- ___ Other: Please identify _____

II-07. Can the degree(s) offered by the program be earned under what is described in the University Catalog as:

- Plan I-A. Yes___ No___ Plan II. Yes___ No___
Plan I-B. Yes___ No___ Plan III. Yes___ No___

II-08. For each "Yes" response in II-07, give the minimum number of 5XXX-level semester hours credit (SHC) required, and the maximum number of SHC of special problem courses allowed under that plan.

Plan	Minimum Number 5XXX-Level SHC	Maximum Number SHC Of Special Problem Courses
))))))))))))))))
I-A	_____	_____
I-B	_____	_____
II	_____	_____
III	_____	_____

II-09(A). If a student takes an undergraduate course for graduate credit for the purpose of using it to meet part of the subject program's course requirements, does the student have to complete some course component(s) above and beyond those completed by the undergraduate students taking the course for undergraduate credit?

Yes___ No___. If "Yes" please describe the additional requirements and also describe the administrative procedures used to substantiate completion of them.

II-09(B). Are course sections at the 4XXX and 5XXX-level combined for instructions?

Yes___ No___. If "Yes" be specific as to the extent that this practice is carried on, and describe the differences in syllabi and the administrative procedure used to have this practice approved.

II-09(C). Are courses at the 5XXX-level (with the exception of 5305/5306 and special problems) taught on an "Individual Instruction" basis?

Yes___ No___. If "Yes" be specific as to the extent that this practice is carried on, and described the administrative procedure used to have this practice approved.

II-09(D). Are courses at the 5XXX-level offered in non-traditional formats?

Yes___ No___. If "Yes" be specific as to the extent that this practice is carried on, and describe whether the course(s) are designed to ensure an opportunity for reflection and analysis of the subject matter (i.e., required "position papers," comprehensive final examination, limited enrollment that allows for a thorough evaluation of class assignments, course must meet 45 class hours for every 3 SCH of credit which is scheduled to span over the entire semester). Please address each of these requirements.

II-10. In order for the College of Graduate Studies to meet its mission, each recognized program in the College of Graduate Studies must have a coherent pattern of courses. Give the coherent pattern of courses for the subject program.

II-11. The College of Graduate Studies requires each recognized graduate program to have comprehensive examinations and a thesis or its equivalent. Explain how the

subject program administers its comprehensive exams and thesis or equivalent requirements.

II-12. Have any program improvement goals been set for the subject program during the last five years?

Yes___ **No**___ If "Yes" describe the progress made in achieving each goal.

II-13. Does the subject program serve other graduate programs of the University through service courses, interdisciplinary courses, etc.?

Yes___ **No**___ If "Yes" please explain.

II-14. Is the program reviewed by accreditation agencies other than SACS?

(headcount) in the subject program's courses (majors & non-majors) _____

Total number of graduate majors in subject program _____

Total number of full-time graduate majors in subject program _____

III-02. Please provide the following statistics concerning the number of subject program degrees awarded.

	Academic Year		
	<u>1999-00</u>	<u>2000-01</u>	<u>2001-2002</u>
Number of subject program master's degrees awarded	_____	_____	_____
Number of Plan I subject program degrees awarded	_____	_____	_____

The Texas Higher Education Coordinating Board defines a viable graduate program as one that graduates at least 6 masters-level per 3 years and at least 3 doctoral-level per 3 years. Has this program met this standard? ___ Yes; ___ No.

III-03. For the subject program's degree **required courses** taught during the **Fall 2001** semester, what was the total number of courses taught. Give a breakdown indicating whether they were taught by individual instruction or as organized classes.

Total Number Of Courses (Sections) Taught: _____
Number Taught By Individual Instruction: _____
Number Taught As Organized Classes: _____

III-04. Briefly describe the recruitment methods used during the **2001-2002** academic year to attract students to the subject program.

III-05. Describe the admissions standards and any special requirements (i.e., interview,

experience, portfolio) in effect for the subject program. In addition, please identify the required minimum for the following if they are part of the current admissions standards: undergraduate grade point average, nationally standardized exam scores, and undergraduate course prerequisites.

Minimum Undergraduate GPA: _____

National Exam: _____ Minimum Score: _____

National Exam: _____ Minimum Score: _____

National Exam: _____ Minimum Score: _____

National Exam: _____ Minimum Score: _____

Undergraduate Course Requirements:

Admissions Standards Summary:

III-06. What was the arithmetic mean of the undergraduate GPA's of the subject program's graduates receiving degrees at the University's two most recent commencements? (Note: These data can be obtained from the Graduate Dean's Office).

Average Undergraduate GPA of subject program graduates receiving degrees in **August 2001**: _____

Average Undergraduate GPA of subject program graduates receiving degrees in **May 2001**: _____

III-07. Approximately what percent of graduate students in the subject program are admitted with **conditional status** per academic year. Define this conditional status and explain how a student removes it.

Percent of students admitted on conditional status: _____ percent

Graduate Studies. Some of the graduate coordinator's responsibilities are:

1. Serve as a liaison between the unit and the graduate dean.
2. Maintains the academic records of graduate student majors in the unit.
3. Registers and pre-registers graduate students in the unit.
4. Works with the graduate dean in identifying graduate students in the program who are not performing well academically and should therefore be placed on scholastic probation.
5. Admits and rejects graduate student applicants in accordance to admission standards developed by the graduate faculty within the unit.
6. Resolves problems which may arise with graduate students in consultation with the graduate faculty in the unit.
7. In consultation with the graduate advisor insures that the degree plans are in compliance with plans in the catalog.
8. Insures that graduate policies are adhered to in the unit.
9. Certifies candidacy of students to the graduate dean.

IV-03. Is there a functioning graduate committee within the department or college that provides administrative advice or approval to the chief administrator of the subject program?

Yes___ No___ If "Yes" describe the process.

IV-04. Describe how graduate students in the subject program are advised as to (a) admission to the program and general program requirements, (b) course selection each semester, (c) selection of thesis or creative (capstone) project topic, and (d) preparation for comprehensive examinations.

IV-05. Where are the files on students in the subject program stored? Who is responsible for updating these files?

IV-06(a). In your opinion, does the subject program have a sufficient number of faculty available to teach the required and elective courses which comprise the program?

Yes__ **No**__ If "No" describe what changes would be needed to rectify the situation.

IV-06(b). List the names of faculty in the program who are members of the TAMUK Graduate Faculty: (SACS requires a minimum of four).

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

