



UPRS Suggestions for the School Curriculum Committee Letter

The committee's letter should focus on the four areas below: curriculum, assessment, staffing and resources, and students. The role of the curriculum committee is to provide a peer review of the program, in terms of the larger context of the school. The analysis should address strengths and challenges/gaps the program faces in this context and relative to other programs in the school. UPRS suggests that the curriculum committee provides their report before documents are sent to the Dean. In order to facilitate the program review process, it is best if the curriculum committee can review the program's documents within a month of receipt.

Curriculum

The committee should generally focus on the coherence, quality, and consistency of the program's curriculum.

Assessment

The committee should be attentive to the assessment being done by the department and whether it accurately addresses attainment of student learning outcomes.

Staffing and Resources

The committee should take note of the resources available to the program and whether they are able to provide a quality program with the level of resources available, both human and other.

Students

The committee should consider whether the program has evaluated the characteristics and needs of its student body and has developed plans to address challenges, gaps, and opportunities.

While the program review policy makes it clear that the department has an opportunity to respond to the committee's letter in a formal memo, it is recommended that the department faculty and committee meet if there are any concerns about the content of the letter before the response is written.