

## **Quality Enhancement Review: Graduate Policy Committee (GPC) Review Process**

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### ***Purpose of the Review***

The purpose of the GPC program review is to:

1. ensure that FSU's graduate programs are academically sound and are producing graduates who are adequately trained in their field,
2. assist the program faculty and administration in improving the academic quality of their graduate program, and
3. provide an independent forum in which program students can voice their concerns to the faculty, and program faculty can voice concerns to the administration.

### ***The Review Process***

The review subcommittees are responsible for making recommendations to the GPC. Their report is presented to a meeting of the full GPC for discussion and final approval. Recommendations are made on (1) whether the program should be continued; and (2) any other recommendations aimed at improving the academic quality of the program deemed appropriate by the review subcommittee. The unit's dean and chair/director (or designees) are invited to this meeting and able to verbally respond to the subcommittee's report and recommendations. Once approved by the GPC, the recommendations are formally forwarded to the unit being reviewed, the dean of that unit, the Faculty Development and Advancement Office, and the Provost's office.

In summary, review of the program by both the GPC Review subcommittee and the GPC is based (at a minimum) on the following materials and meetings:

1. file of materials provided by the program (QER self-study) which provides a multi-year snapshot of the program's activity
2. discussion with the external reviewer and reading that person's report when it becomes available
3. discussion with graduate students in the program
4. reading a sample of recent doctoral dissertations
5. discussion with program faculty
6. discussion with program administrators (unit chair)

### ***What the GPC Chair Needs from Unit Chairs/Directors***

Each review subcommittee consists of five faculty plus one graduate student – a subcommittee chair, two faculty drawn from the University at-large (“outside members”), a faculty member who is also a member of the GPC (“GPC rep”), and a faculty member and graduate student from the program under review (“faculty rep” and “student rep”). Directors/chairs are responsible for appointing the faculty and student reps. The GPC chair appoints the rest; however, the GPC chair invites input on these appointments from the unit chair/director. Unit directors/chairs are requested to provide 3-6 names of

“outside” (but within the University) people who they think would make useful and effective members on the review subcommittee.

The people suggested must be FSU faculty from outside of the reviewed unit, they must have tenure, and they should be senior faculty whose judgment the unit chair/director trusts and respects. It is preferable, though not always practicable, not to include administrators (Associate or Assistant Deans, or unit chairs) on this list. The faculty suggested can be from within the unit’s college or from other colleges (a mix of people from inside and outside of the college is preferable) and they should be people who are familiar with the unit’s field but are distant enough from the unit that they can make independent judgments during the review.

### ***Follow-up Process***

Six months after the GPC review is completed, the unit submits a written plan for how the GPC recommendations will be met. The plan is submitted to the Graduate School and reviewed by both the Dean of the Graduate School and the GPC chair. Two years after the GPC review is completed, the unit submits a written report on how the GPC recommendations were met (or not). This report is submitted to the Graduate School and reviewed by both the Dean of the Graduate School and the GPC chair. If deemed necessary, further follow-up is initiated by the Dean of the Graduate School.

Questions about the GPC Review should be directed to Ulla Bunz ([ubunz@fsu.edu](mailto:ubunz@fsu.edu)) or James Beck ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)).