

This document supersedes Appendix C of GFC Document 877, Revised and Approved September 20, 2010.

REVIEW OF CERTIFICATE PROGRAMS

Graduate Faculty Committee Document No. 1357 requires review of graduate certificate programs on a 5-year cycle and a positive recommendation of the GFC for program continuation. Without this recommendation, a sunset provision will become effective, resulting in the discontinuation of the certificate program.

Potential outcomes/recommendations of the review include

1. Continue the program as is
2. Continue the program with changes to the curriculum which consider new directions in the field, articulation with other certificates or degrees, or development into a degree program.
3. Discontinuation
4. No action, in which case the sunset clause will be invoked.

The following procedures are established for this review.

Certificate Review Process

Certificate Directors will be notified of the review requirement and provided with the self-study template and data from the Graduate School in early September of the fifth year. Self-studies will be due by mid-November. The Graduate School will share the self-study with appropriate faculty and administrators (e.g. chairs, deans) for informational purposes.

One or two members of the Subcommittee on Graduate Program Reviews will be assigned to each certificate and will provide a written assessment of the program based on:

- Information in the self-study
- An interview with the certificate program director

The Graduate School will provide a template for the GPR report. Internal reviewers are expected to complete their report within 8 weeks of receiving the self-study and comments from the Certificate Liaison in Graduate Education. The report will be shared with the Certificate Director, who will be invited to the GPR meeting at which the certificate review will be discussed.

Based on this report and the discussion at the meeting, the GPR will make a recommendation to the GFC regarding continuation of the certificate. If the GPR or the GFC is unable to act by May, the sunset provision shall be extended by one year. If the GFC recommends continuation of the certificate, the Graduate School dean will discuss with the relevant/lead school/college dean any other recommendations for action.

Certificate Self-Studies

The five-year review cycle will alternate between a full and abbreviated self-study. In completing the self-studies, certificate programs are encouraged to conduct a thorough and participatory examination of the current status of the program. The process is intended to provide an opportunity to look at all facets of program operation and outcomes, and engage in critical self-examination. Certificate program faculty should be forthright in identifying strengths and weaknesses and assessing continuing need for the certificate.

Format for Certificate Full Self-Study

Discussion points are included to guide certificate programs in identifying issues that ought to be considered in drafting the self-study. Please provide sufficient analysis, explanation, and elaboration for those outside your program to understand it.

The Certificate Program

Description and Evaluation

1. Describe the certificate program with particular attention to its special features and strengths. If the certificate qualifies for Title IV financial aid, list the occupations that the certificate prepares students to enter. Comment on any changes in the certificate program since its last review, and implementation of recommendations from the previous review.
2. Discuss challenges that have arisen over the past five years, and describe steps that have been contemplated or taken to address these challenges.
3. Discuss the certificate in the context of any new trends in the field.
4. Discuss the current and anticipated future demand for the certificate. How does the certificate contribute toward overall student recruitment and retention, including creation of gateways into existing UWM graduate degree programs?
5. Describe how the certificate fits with college or campus strategic plans and program arrays. How does it support research and/or interdisciplinary collaborations?
6. Describe how the certificate articulates with other certificates or degree programs. Are there plans to growth the certificate program into a graduate degree program?

Administration

1. Describe the administrative and governance structure of the certificate program, including information on budgetary authority.
2. How is the certificate program’s structure articulated with its department, school or college (including school or college Graduate Program Committee)? If applicable, discuss any problems of authority or responsibility within the program.
3. How does the structure promote the achievement of the certificate program’s objectives?
4. Discuss recruitment strategies.
5. Describe the admissions process.
6. Describe the advising system within the program. How is student progress toward the certificate monitored?
7. Discuss any issues related to interaction with the Graduate School in certificate program administration.
8. Provide a list of advisory/steering committee members, and information on the frequency of meetings and what actions have been taken in the last 5 years.

Curriculum

List qualifying courses and provide information on the frequency of certificate course scheduling. *The Graduate School will complete the following table for any required/core certificate courses.*

Required Certificate Courses Offered Since the Last Review

Course Number	Course Title	Semester offered	Instructor’s Name

Are any changes to required or elective courses being contemplated? If so, explain the reasons for these changes.

Faculty

Provide a list of instructional faculty who are involved with the certificate program, and identify those who have graduate faculty status.

Students

Applications and Admissions

Assess the number and qualifications of applicants and admits to the certificate over the past 5 years, and provide demographic information regarding gender, race, and disabilities. Have any significant trends in application patterns have been discerned?

Enrollment and Completion

(table to be completed by the Graduate School)

Academic year (e.g. 10-11)	# who were enrolled in program	# who completed program

What is the average time to completion and what percentage of students complete the certificate program each year?

Post-completion achievements

Comment on the special achievements of those who complete the program, including employment and/or other opportunities.

Resources

Discuss and prioritize any particular resource issues affecting the certificate program (e.g. finances, facilities, office space, clerical support, library collections and services). What might make the program stronger? How might this be achieved? What strategies have been applied or could be applied to improve or acquire the desirable resources?

Other

Provide any other information you think would be helpful in assessing your certificate program.

Format for Certificate Abbreviated Self-StudyProgram Description

Describe the certificate program with particular attention to its special features and strengths. If the certificate qualifies for Title IV financial aid, list the occupations that the certificate prepares students to enter. Comment on any changes in the certificate program since its last review, and implementation of recommendations from the previous review.

Program Administration

Provide a list of advisory/steering committee members, and information on the frequency of committee meetings and any actions taken in the last 5 years.

Curriculum

List qualifying courses and provide information on the frequency of certificate course scheduling. *The Graduate School will complete the following table for any required/core certificate courses.*

Required Certificate Courses Offered Since the Last Review

Course Number	Course Title	Semester offered	Instructor's Name

Faculty

Provide a list of instructional faculty who are involved with the certificate program, and identify those with graduate faculty status.

Students

Discuss any issues related to quality or numbers of students in the certificate program (applications, admissions, enrollment, completion).

Enrollment and Completion

(table to be completed by the Graduate School)

Academic year (e.g. 10-11)	# who were enrolled in program	# who completed program

Other

Provide any other information you think would be helpful in assessing your certificate program.

Recommendations for Action:

The process and formats described above should be approved and implemented with certificate reviews beginning in the 2015-16 academic year.

Document Approval History: Subcommittee on Graduate Program Reviews
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IV. Students

You are provided with information about how many students have enrolled in the certificate over a period of 5-6 years, how many have completed, and possibly if students have used the certificate to enter a Masters program. It can help to learn about issues of advising students in the certificate, recruitment efforts, and how the certificate serves students once they finish.

V. Resources

Certificate programs can often have their own unique resource challenges. The self-study outlines these, but you may find others when you do your interview.

Internal Reviewer's Comments

This area is what gets directly reported back to GPR as the most important elements. Should the certificate continue? Is it realistic for it to continue or what would be needed for that to happen? Highlighting the efforts of the program director. Highlighting completion rates as a factor for recommendations.

Program Response (Optional)

Recommendation(s) for Action

1. The Certificate in _____ should be continued.
2. The next review of the certificate should take place in _____, and should be a full/mid-cycle review.