

Protocol 1052 Program Review

Protocol Number: 1052

Effective Date: 12/16/19

Revised Date: 01/14/21; 08/26/24; 07/30/2025

Protocol

GSSIMR conducts regular program review to evaluate the effectiveness of the program, to measure how the Core Competencies (the established program learning objectives) are being met, to review non-academic aspects of the program such as admissions, student satisfaction, and alumni satisfaction, and to help identify future directions of the program. GSSIMR uses the results of the program review to inform decisions about maintaining excellence and making improvements in program content, delivery, and pedagogy. Program review informs action taken by faculty committees and the Dean. The reports are produced annually by the Graduate School Office and faculty committees. The Program Review Report is compiled by the Graduate School Office in the spring or summer, reviewed by the Dean's Council at their regular summer meeting for approval and action, and presented to the Board for review according to its meeting schedule.

The program review has fifteen components. These components are:

1. Admissions report (including recruitment efforts and activities during the academic year)
2. Assessment report
3. Curriculum review report
4. Student course evaluation report
5. Student satisfaction report
6. Student annual report (including development and career opportunities that were offered during the academic year)
7. Program assessment report
8. Concerns and complaints summary report
9. Funding support report
10. Faculty annual report (including satisfaction survey results, professional development information, and faculty opinion survey results)
11. Staff annual report
12. Enrollment management report
13. Student placement report
14. Alumni report
15. Stowers Communications annual report

Admissions Report

The Admissions Committee produces an Admissions Report annually following the admission cycle. The report contains information about applicants, candidates interviewed, offers made, and students enrolled.

Assessment Report

Assessment of student learning outcomes is to determine how well students as a whole are meeting expected learning goals, and inform decisions about how to innovate, improve, and maintain excellence in program content, delivery, and pedagogy. Assessment is intended to inform action. The Graduate School Office collects the data from each of the points/milestones in the program during the calendar year. In conjunction with the Academic Progression and Assessment Committee, the Graduate School Office produces an assessment report in December for internal distribution in January of the following calendar year. The report is shared with the Faculty Governing Council and given to committees to take appropriate actions regarding the curriculum. The faculty committees review and take action on the data. The Dean provides an assessment update to the Board of Directors according to its meeting schedule.

Curriculum Review Report

Curriculum review takes place at the course level every year. The Curriculum Committee receives reports from other faculty committees and the Grad School Office and analyzes the data and develops an action plan for improvement. The Curriculum Committee produces an annual Curriculum Report detailing the actions of the committee as it relates to Curriculum Review. Elements of yearly curriculum review include Faculty Module Review, Student Course Evaluations, Module Course Reports and Scoring Templates, Rotation Lab Reports, and Rotation Presentation Reports.

Student Course Evaluation Report

Following every module, the Assistant Dean for Academic Affairs sends the link to complete the module course evaluation to the students. Students have one week to complete and return the module course evaluation. The feedback from all students in the course is combined for an aggregate report.

Student Satisfaction Report

Every year the GSSIMR students are asked to complete a voluntary survey. The purpose of the GSSIMR students' survey is to measure their experiences and satisfaction with all areas of GSSIMR. The responses help improve and strengthen the GSSIMR program. Answers are treated in a confidential manner and aggregated data is reported in a manner that does not identify individuals.

Student Annual Report

Data is collected by student self-report, reports from the Grants Administration Office, and reports from Library Services. The Graduate School Office reviews the information and produces a report annually. The students self-report scientific meetings attended, posters presented at scientific meetings, talks given at scientific meetings, and awards received for

poster and/or talk at scientific meetings. The Graduate Office tracks satisfaction with the program through surveys, logs any student complaints, and tracks information on demographics. Library Services reports papers published by students. The Grants Administration Office reports grants and fellowships applied for and received by students.

Program Assessment Report

Program assessment measures each of the six Core Competencies for success. The Core Competencies have established measures associated with each, and each of those measures has a target goal. The measures and targets are established by the Academic Progression and Assessment Committee, reviewed by the Faculty Governing Council, and approved by the Dean. The findings are tracked annually on the Program Assessment Report. If the measure hits the target, no action is needed. If the measure is below the target, a suggested action is included in the report for consideration by the Dean's Council. The Academic Progression and Assessment Committee reviews the data annually at its regular spring meeting for inclusion in the annual program review. The committee also reviews the measures and targets annually to ensure they remain appropriate for the program.

Concerns and Complaints Summary Report

The Graduate School tracks both concerns and complaints of students. These concerns can come from students, faculty, staff, and others who are concerned about a GSSIMR student for any reason. Concerns might include, but are not limited to, attendance; performance in courses, laboratory rotations, and thesis laboratories; possible policy infractions; physical and mental health, and stress. The GSSIMR staff member who receives the concern consults with the dean to determine if the concern or issue rises to the level of a formal complaint. In order to be considered a formal complaint the concern or issue must (1) not be able to be addressed by other policies or protocols, (2) involve more than one department or area within GSSIMR, SIMR, and/or SRM, (3) have the potential to impact one or more student, and (4) be serious in nature. The items are tracked through the process of being addressed and resolved by the Graduate School. The report provides a summary of the concerns and complaints received and addressed each year.

Funding Support Report

GSSIMR guarantees funding and benefits through the duration of the program for each student, as long as they remain in good standing. The amount of the funding support is reviewed annually to ensure the funding support amount remains competitive. The Funding Support Report details the results of the review the Associate Dean for Administration completes each year. This includes a review of data from benchmark institutions and a comparison of funding support amounts, conference allowance amounts, materials supplied, and benefits provided.

Faculty Annual Report

The Graduate School tracks demographic data for faculty as well as participation of faculty in teaching, advising, and governance. In addition, faculty complete a regular review process with the Dean. The review includes appointments, assignments, and content and delivery. Data compiled from these activities is included in the faculty report. The report also includes data

concerning faculty development opportunities. The Faculty Governing Council (FGC) has a standing agenda item to discuss faculty development issues, ideas, and opportunities. The FGC Chair contributes to the report detailing any faculty development opportunities that were provided. The Dean reviews the report and adds additional details as needed.

Staff Annual Report

This report summarizes the professional development activities completed by staff members during the year. The report also summarizes major achievements and program milestones.

Enrollment Management Report

Annually, the Associate Dean for Administration & Registrar produces a report that addresses retention, persistence, completion, and placement. Retention is the percentage of first-year students who have been accepted into a thesis lab and have successfully completed their first year. Persistence is the percentage of students who have been retained and have successfully completed their third year and have moved to their fourth year (third year is typically when the Qualifying Assessment is completed, thus giving the students a plan for completion). Completion is the percentage of students who persisted and graduate with either a PhD or Master's degree. Placement is the percentage of graduates who are employed in a scientific field following completion.

Student Placement Report

The Graduate School Office tracks the placements of graduates following completion of their degree program. This report includes details of where the graduates have gone and what type of position they have secured.

Alumni Report

Every three years the GSSIMR alumni are asked to complete a voluntary survey. The purpose of the GSSIMR alumni survey is to measure alumni experiences and satisfaction with all areas of GSSIMR and gather information about postgraduate placements and how well they were prepared for those opportunities. The responses help improve and strengthen the GSSIMR program. Answers are treated in a confidential manner and aggregated data is reported in a manner that does not identify individuals.

Stowers Communication Annual Report

The Stowers Communications Department supports GSSIMR with the aim to build the awareness and reputation of the Graduate School and engage and expand audiences to enhance applications. This report provides a summary of the Communications initiatives over the course of the year.