

UNIVERSITY OF CALIFORNIA, MERCED

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE PROVOST AND EXECUTIVE VICE CHANCELLOR

5200 N. LAKE ROAD
MERCED, CA 95343
(209) 228-4439

June 3, 2014

TO: IGNACIO LOPEZ-CALVO
CHAIR, ACADEMIC SENATE

FROM: THOMAS W. PETERSON, PROVOST AND EVC

A handwritten signature in black ink, reading "Thomas W. Peterson".

RE: PERIODIC REVIEW OVERSIGHT COMMITTEE (PROC) CHARGE

Dear Ignacio,

I have read and reviewed the proposed charge for the Periodic Review Oversight Committee (PROC). The proposed charge has also been reviewed and approved by the Vice Chancellors and Deans.

I approve the implementation of the new charge and the formation of the Periodic Review Oversight Committee. My office will begin the appointment process for the administrative members over the summer.

CC: Susan Sims, Chief of Staff, Office of the Provost
Laura Martin, Coordinator of Institutional Assessment
Dejeune Shelton, Director, Academic Senate

Proposed Charge: Periodic Review Oversight Committee

A joint committee of the Senate and Administration, the Periodic Review Oversight Committee supports and advances UC Merced's educational and institutional effectiveness and organizational learning through its campus-wide advisory and oversight responsibilities for academic and administrative assessment, both periodic and annual.

Specifically, the Committee

1. Oversees and coordinates periodic peer-based program review for the Academic Senate and the Administration, as per current policy.
2. Oversees administrative periodic review, as per current policy.
3. Facilitates the alignment of resources and the academic mission and campus strategic plans by identifying and recommending to the Academic Senate and the Administration opportunities and mechanisms to support resource alignment and the integration/coordination of administrative and academic periodic peer-based program review.
4. Identifies and recommends to program faculty, Academic Senate and Administration, strategies to develop and sustain a system of institutional assessment practices, including workflow and assessment support, that seeks to increase program review/assessment efficiency, including streamlining various review processes (e.g. WASC, Periodic Peer-based Academic Program Review, ABET).
5. Recommends to the Academic Senate and Administration strategies to address accreditation expectations related to assessment, annual and periodic.
6. On an annual basis, reviews and reports on the alignment of institutional operations with campus mission and strategic goals, as evidenced by the aggregate results of periodic program reviews and annual assessment reports.
7. Periodically reviews the program review process to ensure it is achieving its intended purposes, recommending to the Senate and Administration improvements to practice and policy as warranted.
8. Recommends to the Academic Senate and Administration, the charge and composition of other committees that have regular or periodic responsibility for assessment.

In conducting its work, the Committee

- Recognizes that periodic reviews of academic programs are conducted under the authority of the [Standing Orders of the University of California](#), the [University of California Academic Senate](#), and the [Merced Divisional Bylaws](#) (specifically bylaws IV.3.B.5 and IV.2.B.6).
- Supports the campus' assessment-related aspirations as outlined in the [UC Merced Principles of Assessment](#).

- Recognizes that reviews of new academic program proposals are not under the purview of the committee, but are conducted under a separate set of Senate and Administration policies and procedures.

Membership:

Academic Senate	Administration
Vice Chair of the Division Council	Provost and Executive Vice Chancellor
Vice Chair of CAPRA	Vice Provost & Dean of Undergraduate Education
Vice Chair of Undergraduate Council	Vice Provost of Graduate Education & Dean of Graduate Division
Vice Chair of Graduate Council	VC for Student Affairs
Vice Chair Council on Research	VC for Business & Administrative Services
Vice Chair Faculty Welfare, Diversity, and Academic Freedom	Coordinator of Institutional Assessment
GE Subcommittee Representative	Vice Chancellor for Planning and Budget (or designee)

Program Review Manager (non-member; Office of Institutional Assessment)

The committee will be co-chaired by the Vice Chair of the Divisional Council and the Provost and Executive Vice Chancellor.

Convening Committee:

For the committee to be convened, a minimum of three of six designated faculty seats must be filled to establish a “working representation” of faculty.

Quorum:

A vote requires a balanced representation of the Academic Senate and the Administration. A majority of members present at the meeting constitutes a quorum. In the absence of a quorum the Council may discuss business and vote on action items electronically.

Reporting:

The committee will generate an annual report.