October 8, 2014

Dear chairs:

The University Program Review Committee (UPRC) is aware that many faculty members are feeling overburdened with work involved for the semester system and new General Education program. We are sympathetic. During this transition, however, it is essential that program review continue, for accreditation—WASC feels very strongly about this—and for CSUB’s continued success. At the same time, the UPRC wants to ensure that the program review process is both useful and manageable for everyone.

With this in mind, the UPRC would like to encourage programs not to feel the need to produce Self-Studies of great length. For the first time, we have suggested page limits for each section of the Program Review Template for the Self-Study, which can be accessed here: http://www.csub.edu/academicprograms/Program%20Review/index.html. The entire Self-Study, excluding graphs and tables and appendices, should be a maximum of 50 pages.

And more importantly, we invite programs undergoing review in 2014-15 and 2015-16 to adapt, for the Self-Study, documents already produced for curricular conversion and transformation for the semester system. In particular, such documents can be adapted for the second half of the Self-Study, on the Program Review Template, from section E. (Evidence of Program Viability and Sustainability, 10 pages max.) onward, including the Program Plan (15 pages max).

Prior sections of the self-study—A. Introduction (1 page max.), B. What has changed since the previous review? (3 pages max.), C. Program’s role in relationship to the university (2 pages max.), and D. Evidence of Program Quality (20 pages max., excluding graphs and tables)—should provide a useful baseline for future comparisons of current curricular programs to new programs on the semester system.

Please also keep in mind that the UPRC is available to assist programs with every step of the review process. We can provide sample self-studies and other guidance, and meet individually with departments and chairs.

Yours sincerely,

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UPRC 2014-15