Institute Review Committee Proposal

Presented to the Executive Board
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On Behalf of the Georgia Tech IRC
Background: Tasks Assigned to the IRC

- At its May 13, 2003 meeting, the Executive Board voted to extend the term of the Institutional Review Committee (IRC) for Assessment of Academic Programs till August of 2004.
- This was done to give the IRC ample time to complete its work on integrating the Program Assessment process within the overall faculty governance structure consistent with the preliminary plan presented by Russell Gentry to the Board on April 8, 2003.
Nature of the IRC

- The Institute Review Committee will be created as an administrative committee by action of the Executive Board.
- It will serve as an appointed committee of faculty, not as an elected committee of the faculty.
- Members will serve at the pleasure of the Provost and Associate Provost.
Reporting Relationship

- The Institute Review Committee will report the results of program review on an annual basis to the Provost and Associate Provost, and will provide the Executive Board with an annual update of its activities.
Appointment and Membership

- Members will be appointed by the Executive Board for their expertise in and concern with accreditation and program review.
- Three-year membership term, with one-third of the membership rotating off each year.
- The membership will be as follows:
  - All colleges except COE will have one member appointed; COE will have two.
  - The IGC and the IUCC will have one ex-officio liaison from each committee appointed.
  - The Provost’s Office will be represented by the Director of Assessment, who will act as committee chair.
Appointment and Membership (cont.)

- Initial subgroup assignments within the IRC will be made at the first meeting of each academic year, to ensure the creation of a reporting process that is sensitive to the needs and context of each discipline represented in the reviews for a particular academic year.

- The IRC reserves the right to request that additional members be appointed when a large number of reviews are being undertaken.
Roles of the IRC

- The IRC will provide faculty liaisons to units going through program review.
- The chair of the committee will be charged with general oversight of the program review process.
- The IRC will be charged with
  - Gathering documentation;
  - Delivering documentation to the IGC and IUCC;
  - Accepting reports back from the IGC and IUCC;
  - Creating a synthesis review of all available documentation for each unit or program; and
  - Delivering these synthesis reviews to the Provost and Associate Provost.
Synthesis Review Creation and Content

- The synthesis review created by the IRC for each unit or program going through program review will seek to cogently summarize relevant educational program considerations and recommendations to enable the provost to use program review as one element of strategic decision-making.

- Synthesis review format:
  - Introduction
  - Consideration of Viability, Productivity, and Quality Indicators
  - Recommendations
Synthesis Review Creation and Content (cont.)

- At least two IRC members will be assigned to each review.
- The creation of synthesis reviews will be the initial responsibility of the chair of each assigned IRC subgroup for the unit going through review.
- Following the creation of a draft synthesis review, that draft will be circulated among the other subgroup members for commentary and emendations.
- The final synthesis review for each program review will be discussed and adopted by the full IRC at either a fall or spring meeting, as appropriate.
IRC Recommendations

- These points summarize the recommendations of the IRC for the ongoing structure, function and deliverables produced by the Institute Review Committee.

- We hope the EB will find them acceptable and worthy of approval.