PRC Process for Midterm Status Report of New or Existing Programs

A new program proposal*, or regular seven-year program review for an existing program, that has been reviewed by Program Review Committee (PRC)** and approved by the Provost, may include a final requirement for a midterm status report, typically at the three-year mark from approval of the initial submission. In some instances, the report may be requested on a different timeline, as determined by the PRC and Provost. This document outlines the process for that report.

1. Approximately six months before the due date for the midterm status report, PRC and the Office of the Provost will prompt the Program Director/Chair and Dean with the due date for the report. This prompt will include the applicable request for report back from the initial submission. The Program Director/Chair will prepare the report in collaboration with their program faculty and any other involved constituents. The report will then be reviewed and endorsed by the Dean and submitted by the due date.

2. The status report will be submitted electronically to the Academic Affairs Program Manager who will review and distribute it to PRC and the Provost.

3. The report is not intended to be comprehensive. It should be focused on all the questions, issues, concerns, and/or qualifications described in the initial prompt for midterm status report, from the approval of the original submission. It should also address progress toward the goals and objectives as originally proposed or reviewed. If there are other pertinent issues that would affect the analysis of the information provided, that contextual information can be included.

4. All necessary supporting data and information such as: student enrollments, changes in faculty or course descriptions, objectives, content, and outcomes, budget information, etc. should be submitted. It may also be appropriate to submit minutes from curriculum committee, departmental, or faculty meetings.

5. The PRC, in partnership with the Provost, will consider the report and write a memo with any remaining concerns, recommendations, and/or action steps to be taken. The midterm memo will be reviewed and voted on by AcA, and will then be submitted back to the program and Dean.

* For a degree, major, minor, track, specialization, certificate, department, school or college.

** PRC is a subcommittee of Academic Assembly (AcA), the faculty governing body of Seattle University.