FOLLOW-UP POLICY FOR CATEGORY I PROPOSALS

Academic Affairs will conduct a two-year follow-up review of Category I Proposals. The objective of this review is to ensure long-term success of the initiative. The review is designed to assess if adequate progress is being made to achieve the goals of the initiative, if resources promised have materialized, and if changes need to be made to the goals and resource commitments of the initiative due to any changes in academic or budget environment. This review is in addition to the five-year review required by the Oregon University System for all new academic programs.

The follow-up review process will be initiated two years after the program is initiated on campus. The process will require a 2-3-page report from the unit administration addressing the following questions. Academic Affairs can request additional information or supportive documentation if needed.

- What are the primary goals of the initiative and metrics for tracking progress on achieving these goals (per the original Category I proposal)?
- What progress has been made in achieving those goals?
- Have the resource commitments in the Category I proposal been met? To what degree? If incomplete, why not?
- Are there any changes in the academic environment that necessitate a redefinition of goals and metrics? What are those new goals and metrics, and realistic timing to achieve them?

It is expected that the unit will engage the unit’s faculty and college administration, as appropriate, in preparing the report.

A conversation will be initiated with appropriate individuals only if the report indicates lack of progress in achieving intended goals and/or if there is a major shift in priorities significantly impacting the initiative. Unless a compelling case can be made for continuation of a program that is not making significant progress, that program would be closed following a timeline that minimizes impact on students.

The Graduate School will be involved in follow-up reviews of Category I proposals involving graduate programs. Academic Affairs will maintain an active database of Category I proposals that would include outcome of follow-up reviews. This database would be available for review by the Curriculum Council and other groups involved in the Category I process.

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