

Proposed Procedures for Evaluating Self-Study Documents for  
The Task Force on Centers of Excellence in Graduate and Professional Education

This document describes the process for evaluating graduate and professional program self-study documents submitted to the Task Force on Centers of Excellence in Graduate and Professional Education. Programs are to submit self-studies using a web based interface by Oct. 6, 2008. The Task Force consisting of eight faculty members (one from each college with a graduate or professional program) and one graduate student will begin rating the self-studies following that date according to the following procedures:

Oct 6 - 16	1. As a group all 9 voting members will work through 2 programs to get exposure to and experience with rating the self-studies.
Oct 20 – Nov 25	2. Each of the 9 task force members will rate between 34 and 44 self-studies in either Section II or Section III.
	a. Task force members will not be assigned programs from their home college.
	b. Each task force member will be assigned either Section II or Section III. Each program will be rated by 2 members. Self-studies will be assigned at random from among the programs not in their college so any systematic differences among raters will be distributed among colleges and self-studies.
	c. Executive Committee members will rate Section IV.
Nov	3. Once all 87 programs have 2 ratings for all sections, the executive committee will examine the ratings for inter rater agreement.
Nov 25-Dec 5	a. Using the data for the 87 pairs of ratings, a discrepancy cutoff will be established. Programs beyond this discrepancy cutoff will be rated by a third rater. The two closest ratings will be used in discrepant cases.
	b. The two ratings will be averaged to create an overall rating for each section for each program. An overall excellence rating will be calculated by averaging the ratings for Section II and Section III.
	c. The executive committee will organize the programs for discussion based on the final ratings with the idea that more time will be needed for a) identifying excellent programs, b) identifying programs that are limited, and c) discussing programs that are on the cusp of these two categories. Examination of the distribution of the ratings will help to inform decisions about identifying excellent and limited programs.
Dec 2008	4. The entire task force will review selected programs, one at a time in the order determined by 3c, considering the average rating and discussion in the committee before assigning a categorical rating to

	all programs along with brief feedback regarding excellent and limited programs in a final report that will be sent to the deans and EVP/ provost.
Dec 2008	5. The deans group will then provide feedback to the committee regarding the ratings of the 87 programs.
Dec 2008	6. The committee will meet again to consider revising the report based on feedback from the deans and to complete the final report.
Jan 2009	7. An appeal process will be developed in the event that faculty representing a program disagree with or desire to contest their final category assignment.