

INSTRUCTIONS—GRADUATE PROGRAMS ONLY

GRADUATE PROGRAMS—EXTERNAL REVIEWS

Review of Graduate Certificates. Reviews are not required for graduate certificates when the majority of courses are currently part of a master's degree. An office of the chancellor review is required when a stand-alone certificate with new courses is proposed, or when unforeseen circumstances arise that require a review. When necessary, this review will be arranged by the office of the chancellor and conducted by a member of the Minnesota State Colleges and Universities Graduate Council or an expert from outside the state. A site visit to the university by a reviewer is not required.

Review of Master's Proposals. Master's program proposals require two reviews. (1) The first review must be conducted by consultants from outside the state of Minnesota. The reviewer is proposed by the university and approved by staff of the office of the chancellor. The cost of this review is borne by the university. Preference should be given to representatives of the profession or professional accrediting bodies, individuals knowledgeable in the program area proposed, and/or individuals experienced in assessing institutional capacity to deliver graduate level programming. The reviewer's report, addressing all program approval criteria outlined in the New Program Application, becomes part of the application. (2) An anonymous second review, by the office of the chancellor, will be conducted by a member of the Graduate Council or an external reviewer.

Review of Doctorate Proposals. Doctoral program proposals require a total of three reviews: (1) Two "on-site" reviews by consultants from outside the State of Minnesota. The reviewers are proposed by the university and approved by staff of the office of the chancellor. Preference should be given to representatives of the profession or professional accrediting bodies, individuals knowledgeable regarding the proposed program area, and/or individuals experienced in assessing institutional capacity to deliver graduate level programming. The cost of these reviews is borne by the university. For a university's first proposed doctoral level program, the office of the chancellor strongly recommends selection of individuals with experience as consultant evaluators for the Higher Learning Commission. The consultants shall make independent assessments and submit separate reports to the university. Their reports, addressing all program approval criteria outlined in the New Program Application, become part of the application. (2) An anonymous external desk review arranged by the office of the chancellor. A summary of the report from the anonymous reviewer will be shared with the university.

DOCTORAL PROGRAM INSTITUTIONAL READINESS

Evidence of Organization of Graduate Education. A discussion of the university governance structure should include

- Focused and effective leadership in graduate studies as demonstrated by a designated administrator with appropriate authority and resources, graduate council and a separate graduate-level curriculum recommendation process
- Policies for graduate faculty status appropriate for doctoral level studies
- Supporting policies regarding admissions, students' academic performance, supervision of graduate students, and associated policies and procedures appropriate for doctoral studies.

Evidence of Institutional Capacity to Deliver Doctoral Level Education. This section should also include a broad discussion of institutional capacity and impact of degree beyond the program offering the degree. It will include

- Description of the institution's quality assurance processes

- Discussion of relationship with the professional field of study and related fields to assess the need for and acceptance of the program
- Discussion of the financial impact on the institution and the institution-wide planning undertaken to support the program
- Discussion of appropriate committee responsibilities for graduate education,
- Discussion of the capacity to support staff dissertation and capstone committees (within the department offering the degree, and other departmental faculty who might serve on committees)

Identification of other support and consultation needs (such as support for student research design and computer time, etc.), graduate student advising, and student support services.