



KRAEMER FAMILY LIBRARY

UNIVERSITY OF COLORADO  
AT COLORADO SPRINGS

## MEMORANDUM

To: Dale DeBoer, Chair, Economics Department  
Robert Larkin, Chair, Geography and Environmental Sciences Department

From: Rita Hug, Chair  
Academic Program Review Panel

Date: September 22, 2008

Subject: Academic Program Reviews for 2008-2009

As you know from my earlier email, your department or program is scheduled for program review during this academic year. Enclosed are the Guidelines for Unit Self-Study and the review Timeline for AY 2008-2009. Please note that the first deadline on the timeline is October 17th. By this date, please send me the names of nominees for external reviewers as indicated in action item 3 on the timeline. We hope to have reviewers in place and dates for the reviews assigned by late November 2008. Typically reviews are done on Thursday-Friday, and the goal will be to have both reviews completed by early April. We will look initially at January 29-30, February 5-6, February 12-13, February 19-20, February 26-27, March 5-6, March 12-13, and April 2-3. Please let me know if any of these dates will NOT work for your department.

Initial drafts of the self-studies should be completed and distributed as indicated in timeline action item 5 by December 5, 2008, with final copies completed and distributed by December 19<sup>th</sup> as indicated in action item 7. Please note that Item 4 in the self-study guidelines calls for inclusion of information from the last review in 2001-2002. Your department should have copies of these reports, but please let me know if you are not able to locate copies. I have notified the liaison librarians for your departments about the reviews, and they will be supplying reports for Appendix VII of the Self-Study. I have also contacted Institutional Research about the student data needed for Appendix III, and

the LAS Dean's Office for the data needed for Appendix IV. Both of these data sets are still being finalized and will be sent as soon as they are available.

I would be happy to attend a department meeting in the near future to discuss the review process and answer any questions your faculty and staff might have. In the meantime, if you have questions concerning the self-study or the timeline, please give me a call (x3291) or send me an email ([rhug@uccs.edu](mailto:rhug@uccs.edu)). Thank you in advance for your help in keeping the review process on schedule.

cc: Tom Christensen, Dean, LAS  
Peg Bacon, Provost and Executive VCAA  
David Moon, Associate Vice Chancellor for Academic Affairs  
Mergie Teals-Davis, LAS Dean's Office