

**POLICY ON  
BOARD OF VISITORS FOR REVIEW OF INSTITUTE PROGRAMS**

**Purpose**

The Senate establishes of Board of Visitors for the purpose of reviewing the programs of the Institute for Personal and Career Development. The Board of Visitors has as its charge the review of academic programs and the preparation of a report which shall recommend the continuation, modification, or elimination of programs.

**Selection of the Board of Visitors**

The Board shall consist of nine persons whose graduate education and experience relate to the content of the Institute's programs. Members may come from either Central Michigan University or other institutions of higher education, and shall be nominated by the Committee on Committees. The Senate will elect the Board of Visitors. Members may not be employed by the IPCD while serving on the Board. Should a person be elected to a Board of Visitors who is employed by the Institute, he or she shall choose whether to serve on the Board or be employed by the Institute.

## **Process**

A Board of Visitors shall be elected to review programs every five years or when deemed necessary by the Senate or Academic Council. A Board will be established by the Senate at least twelve months prior to the projected reporting date.

The IPCD Coordinator of Research and Evaluation shall serve as a consultant to the Board of Visitors in order to provide the Board with expert professional assistance in the area of evaluation.

The report will be presented to the Academic Senate which then will refer the report to the Academic Council. The Academic Council may review the report with the Board of Visitors and then submit a responsive report to the Senate prior to Senate consideration of Board recommendations. The Academic Council shall complete its action within sixty days of receiving the report.

## **Content of Board of Visitors' Report**

The Board shall review and report on the Institute programs. The content of such reports may include the following topics:

### **Curricula**

Curricular guidelines

Course schedules

Course syllabi

Course outlines

End—of—course survey data (provided by instructors)

### **Academic Control**

Academic Council minutes

Academic policies passed by the Academic Council

Administrative procedures (those relating to academic policy to insure compliance)

IPCD relationship to planning process

### **Instructional Staff**

Academic policy and guidelines regarding the utilization of instructors

Instructor resumes

End—of—course survey data (provided by students)

### **Library Services**

Services provided by IPCD libraries in the field and at CMU

Adequacy of CMU library resources to support IPCD programs

Availability of local or regional library resources where IPCD programs exist

Library program evaluation

### **Students**

End—of—course survey data (provided by faculty)

Program plans

Grading patterns

## **Supporting Services**

Administrative and academic guidelines regarding advising

Institute Bulletin

Other information provided students

## **Evaluation**

Evaluation projects in process and/or completed (design, process, results)

September 5, 1978

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