

July 13, 2023

Michael Mulhearn, Primary Faculty Contact for Review  
Physics

Dear Professor Michael Mulhearn,

On behalf of the Academic Senate's Undergraduate Instruction and Program Review Committee (UIPRC), I am writing to provide you some updates and reminders regarding your program review. The Program Review process is designed to provide opportunities for programs, departments, and the university to assess and improve teaching and scholarship, to evaluate opportunities and challenges, and to consider the future. Such a review process allows the campus to pursue exciting new paths of inquiry and discovery, while also sustaining excellence in each scholarly area.

### Self-Review

The centerpiece of the review process is the program's self-review. It is expected that this self-review will express the program's unique culture and provide an opportunity for reflection and critical assessment of scholarly directions and academic program elements. The self-review should involve an assessment of strengths and deficiencies and a strategy to meet the opportunities and challenges that the program anticipates over the next several years.

The emphasis of the review is on forward planning, informed by analysis of recent data trends, with programs identifying, through the self-review process and the review visit, the necessary steps to maintain excellence and to correct deficiencies. It is not expected that the program under review will rectify issues in the course of the review, but rather will develop plans to do so in a timely fashion following the review.

The self-review template is available on the UIPRC website at

[http://academicsenate.ucdavis.edu/committees/committee-list/undergrad\\_council/uipr.cfm](http://academicsenate.ucdavis.edu/committees/committee-list/undergrad_council/uipr.cfm). To help you

complete the self-review, you can access your program's past review at

<https://academicsenate.ucdavis.edu/undergraduate-program-review>. We will contact you in September when the BIA data tables for your program are available. Your completed self-review must be sent to me (tacosta@ucdavis.edu) by January 2, 2024.

### Review Team and Conflict of Interest

The Physics review team includes one campus reviewer and one national reviewer. The review team will be hosted for a two-day campus visit (see sample itinerary enclosed) and will interview the program chair, faculty, students, staff, and anyone else involved with the undergraduate program. Your program's completed self-review will provide much of the background for the review team.

Program: Physics

Dates of the review team visit: January 24-25, 2024

National Reviewer: David Sokoloff, University of Oregon

UC Davis Reviewer: Susan Gentry, Material Science and Engineering

The Conflict of Interest Policy is enclosed. We are providing you with this final opportunity to raise any concerns regarding potential conflicts of interest with your review team. Please read the Conflict of Interest Policy then visit [this form](#) to confirm that there are no conflicts or to disclose any conflict or concerns the program faculty may have with the reviewers.

### Review Visit Itinerary

As program chair, it is important that you ensure the review team's visit goes smoothly and that the review team has access to all the information and people they will need to make a full assessment of your program. Please take time to think carefully about who the review team should meet with, any facilities they should tour, and what information they might find helpful. For example:

- The review team needs clear and complete picture of any unique departmental elements (such as tracks or sub-disciplines within the major, lab management, internships, undergraduate research support, production staff, etc.). Consider including meetings with committee chairs, support staff, or lead faculty for these unique elements.
- The review team must meet with students. Getting students to participate often requires significant effort and outreach by the program. Plan to actively communicate the importance of the review process to students and motivate them meet with the review team.
- It is important that the program chair be active in verifying scheduling with the Dean's office to make sure the review team has meetings with the Lead Dean and Associate Dean.
- It may be appropriate to schedule longer or shorter meetings depending on potential agendas and issues; do not feel constrained to limit meetings to one hour only, and some may require only a half hour.

Attached are the instructions for completing the review team's itinerary and a sample itinerary. Meetings must be scheduled at times that work best for the program while following the order given in the instructions. Programs are responsible for scheduling all meetings except those noted in red as being scheduled by the Academic Senate staff. We will be using Google Docs so that Academic Senate staff and program faculty and staff can collaborate on a single itinerary document. When all meetings are scheduled, please notify me. I will then review and finalize the itinerary. Once I have notified you that the itinerary has been finalized, you will not be able to make changes. If any late changes are necessary, you must contact me. The itinerary must be completed by December 15, 2023, and it is your responsibility to ensure all faculty, students, deans, and staff are aware of meeting times. The link for your itinerary is <https://docs.google.com/document/d/1I1FAwCXBsFAQxB68ZIJ2NQyH5dgn3-qMPEy3fjKG-ys/edit?usp=sharing>. If you have any difficulty editing the Google Doc or if you have other questions or concerns, please don't hesitate to contact me.

#### After the Visit

The review team members will submit their report to the Academic Senate Office within two weeks of the visit. You will be asked to evaluate the review team's report for factual accuracy, then UIPRC will use the self-review and review team report to complete the UIPRC report on the undergraduate program. Undergraduate Council will determine final recommendations resulting from the review.

#### General Education

The GE assessment information for your program can be found at [http://academicsenate.ucdavis.edu/committees/committee-list/undergrad\\_council/committee\\_ge.cfm](http://academicsenate.ucdavis.edu/committees/committee-list/undergrad_council/committee_ge.cfm). GE assessment documents should be sent to me ([tacosta@ucdavis.edu](mailto:tacosta@ucdavis.edu)) by January 2, 2024.

I look forward to working with you to complete a successful review for the Physics program.

Sincerely,

Theresa Costa, Analyst  
Undergraduate Instruction and Program Review Committee

Enclosures:   1. Conflict of Interest Policy  
                  2. Program Review Itinerary Instructions  
                  3. Sample Itinerary

## **Conflict of Interest Policy**

### **Undergraduate Program Review Team**

Potential review team members will be asked to disclose any potential conflicts of interest.

The Undergraduate Instruction and Program Review Committee (UIPRC) will make a determination whether a significant conflict of interest exists. If the disclosed conflict appears likely to create appreciable bias, UIPRC will recruit an alternate reviewer. Minor conflicts of interest not deemed by the UIPRC to be likely to create appreciable bias will nevertheless be disclosed in the UIPRC report accompanying the RT report.

Potential sources of conflict of interest with the UC Davis Campus Reviewer that should be disclosed include:

- membership in the program being reviewed;
- past or current teaching in the program being reviewed; and
- collaboration in research, grants, or contracts with any program faculty within the past five years.

Potential sources of conflict of interest with the National Reviewer that should be disclosed include:

- active collaboration in either teaching or research, co-authorship of any research; publications with faculty in the program within the past five years;
- being currently listed as a co-PI on a proposed grant or contract;
- being co-instructor on a proposed course; or
- having been a departmental colleague with, student of, or supervisor for any program faculty.

Please notify us immediately (via [this form](#)) if you find that anyone in your department may have a conflict of interest with either the Campus or National Reviewer.

## Program Review Itinerary Instructions

Program staff/faculty are responsible for creating the itinerary, scheduling meetings, and securing meeting rooms unless otherwise noted. Be sure to include breaks and lunch for the review team. If possible, one consistent room for all meetings is ideal. You may schedule meetings from 9:00am to 5:00pm. The meeting times on the sample itinerary are a guide; meetings must be scheduled at times that work for the program and that are in order according to these instructions. Please ensure that review team members are escorted to all meetings and allowed time for travel between meetings. If requested, Academic Senate staff will provide additional guidance on your itinerary.

- **Dinner the night before the first visit day** (Review Team and UIPRC host)  
*Scheduled and funded by the Academic Senate*
- **Welcome Breakfast meeting** (Review Team, UIPRC host, and program chair)  
*Scheduled and funded by the Academic Senate*
- **Review Team meets** (review team) 15 minutes  
*Review team decides if they wish to request any additional information from the Program Chair, e.g., schedule of course offerings, course descriptions, syllabi, CVs, current enrollment. This may be included in the breakfast meeting.*
- **Chair meeting** (review team and program chair) 1 hour
- **Student Group meeting** (review team and students) 1 hour  
*We recommend that you schedule two student group meetings to allow as many students to participate as possible. Try to schedule when you expect that your students can attend. You may want to schedule these meetings during the lunch hour or at 5:00pm on the first day of the visit and provide pizza or other food.*
- **Faculty Group meeting** (review team and program faculty) 1 hour  
*We recommend that you schedule two faculty group meetings to allow as many faculty to participate as possible. Try to schedule when you expect that your faculty can attend. We recommend dividing meetings between junior and senior faculty. Depending on the composition of the department, it may be advisable to schedule a separate meeting with unit-18 lecturers. Schedule these meetings after the first student meeting.*
- **Advisor & Program Staff meeting(s)** (review team and advising/program staff) 45 minutes to 1 hour  
*This meeting must not be scheduled until after a student group meeting is held. This is only the staff; the CAO/MSO is not a participant and should not be present. If you would like the review team to meet with the CAO/MSO, please schedule a separate meeting.*
- **Lead Dean meeting** (review team and Lead Dean **only**) 30 minutes, to be scheduled based on the Lead Dean's availability.  
*If possible, this meeting should occur after the Chair, faculty, and student meetings. If the lead dean is not available, an associate dean (other than the associate dean responsible for undergraduate programs), may be scheduled instead.*
- **Associate Dean meeting** (review team and Associate Dean **only**) 30 minutes, to be scheduled based on the Associate Dean's availability.  
*The associate dean in this meeting should have responsibility for undergraduate programs. If possible, this meeting should occur after the Chair, faculty, and student meetings.*
- **Graduate Student meeting** (review team and graduate students) 30 minutes  
*This meeting should include graduate students who have a role in the undergraduate program that is under review, usually AIs and TAs who have recently taught courses in the program and those that serve in a mentorship capacity. They should be informed in advance that the purpose of the meeting is to discuss the role of graduate students in the offering and success of the undergraduate program.*
- **Review Team recap meetings** (review team) 30 minutes  
*To be scheduled after other meetings have been held on the first and second day.*
- **Exit meeting** (review team, UIPRC host, UIPRC analyst, and program chair) 30 minutes  
*Work with Academic Senate staff to schedule this meeting*

**SAMPLE ITINERARY**

UC Davis [Name of Program] Review Itinerary  
Dates

Professor [Name of Program Chair], Program Chair  
Professor [Name], [Institution], National Reviewer  
Professor [Name], [Department], UC Davis Reviewer  
Professor [Name], UIPRC Host

**Meetings will be held in [Room] unless otherwise noted.**

**[Day and Date of Day 0]**

7:00-8:30pm

**Dinner meeting: Review Team and UIPRC member. Scheduled by Academic Senate staff and funded by the Academic Senate.**

**[Day and Date of Day 1]**

8:00-8:45am

**Breakfast meeting: Review Team, Program Chair, and UIPRC member. Scheduled by Academic Senate staff and funded by the Academic Senate.**

8:45-9:00am

Travel time

9:00-9:15am

Review Team meets to determine if additional material is needed

9:15-10:15am

Meeting with Program Chair, Professor [Name]

10:15-10:30am

Break

10:30-11:30am

Meeting with Junior Program Faculty: [List first and last names of faculty]

11:30am-12:00pm

Break or Review Team discussion/writing time

12:00-1:00pm

Meeting with Students: [If possible, list first and last names of students]

*We suggest lunch be provided by the program.*

1:00-1:45pm

Meeting with Associate Dean, [Name]

1:45-2:45pm

Meeting with Senior Program Faculty: [List first and last names of faculty]

2:45-3:00pm

Break

3:00-4:00pm

Meeting with Program Staff including advisors: [List names]

4:00-5:00pm

Alternative time for Meeting with Students: [If possible, list first and last names of students] *We suggest food be provided by the program.*

End of Day One

National reviewer is escorted to hotel for dinner on his/her own (Academic Senate will reimburse national reviewer only)

**[Day and Date of Day 2]**

8:00-9:00am

Review team on their own for breakfast. Academic Senate will reimburse national reviewer only. Ensure reviewers are escorted to first meeting or know how to get there.

9:00-9:30am

Meeting with Lead Dean, [Name]

9:30-10:00am

Break or Review Team discussion/writing time

10:00-11:00am

Tour facilities and/or meeting with other program staff an (e.g. facilities, labs, museum, IT)

11:00am-12:00pm

Break or Review Team discussion/writing time

12:00-1:00pm

Meeting with Students: [If possible, list first and last names of students]

*We suggest lunch be provided by program.*

1:00-2:00pm

Break or Review Team discussion/writing time

2:00-2:30pm

Meeting with Graduate Students: [If possible, list first and last names of students]

2:30-3:30pm

Review Team recap/discussion/writing time

3:30-4:00pm

**Review team exit meeting with Program Chair, UIPRC member, and UIPRC analyst. Work with Academic Senate staff to schedule this meeting.**

End of Day Two