



**GRADUATE COLLEGE**  
**Office of the Dean**

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June 19, 2009

**MEMORANDUM**

**TO:** Departmental Executive Officers and Directors of Graduate Studies

**FROM:** Sarah Larsen, Chair, Task Force on Graduate Education; Professor, Department of Chemistry  
John C. Keller, Associate Provost for Graduate Education and Dean, Graduate College

**RE:** Task Force on Graduate Education's Request for Graduate Program Strategic Assessments

As you know, Provost Loh has formulated and charged the Task Force on Graduate Education with evaluating our graduate programs. Attached please find details regarding the opportunity to provide a strategic assessment of your department's program offerings that will aid the Task Force in its deliberations. Data that is important for program review and analysis is also included for your doctoral program. These data include information regarding admissions, time-to degree, degree completion, placement of graduates and success with internal fellowship competitions.

The Task Force is under a strict time-table, thus we would appreciate receiving your graduate program strategic assessment no later than September 15<sup>th</sup>. Earlier submission is encouraged. The assessment should be submitted electronically to the Task Force assistant, Caroline Mast. The Task Force expects to meet with the respective collegiate deans and to hold disciplinary based question/answer open forums in the latter part of September through October. Your collegiate dean will receive a copy of your program data and the assessment in preparation for discussions with the Task Force. The Task Force will then prepare and submit its report to the Provost by December 15<sup>th</sup>.

If you have any questions regarding the work of the Task Force, especially in regards to the preparation and submission of the assessment, please contact the Chair of the Task Force, Professor Sarah Larsen, ([sarah-larsen@uiowa.edu](mailto:sarah-larsen@uiowa.edu); 335-1346); Associate Provost and Dean, John Keller ([john-keller@uiowa.edu](mailto:john-keller@uiowa.edu); 335-2142); or the assistant to the Task Force, Caroline Mast ([caroline-mast@uiowa.edu](mailto:caroline-mast@uiowa.edu); 335-2142).

cc: Provost Loh  
Collegiate Deans