Below we describe the process by which the Academic Program Review (APR) Self-Study was conducted. To begin, the Chairman of the RMI Department (Richard Phillips) formed an APR Committee in Summer 2009. That Committee consisted of Richard Phillips, Ellie Diaz, Barry Wood, and Conrad Ciccotello. The Committee began to plan the process shortly thereafter.

Beginning in Fall 2009, the APR Committee began hosting a series of brown bag seminars for Department members to review progress against its 2003 goals and discuss revising its Mission-Vision-Goals (MVG) statement. The RMI faculty subsequently approved the revised MVG in May 2010.

Other activities were being conducted in parallel. Starting in January 2010, the APR Committee began hosting a series of meetings with the faculty members associated with the Center for RMI Research to review and revise the center’s MVG statement. The RMI faculty accepted the revised MVG for the Center in June 2010.

In September 2010, Richard Phillips presented the department’s revised MVG to the Board of Directors of its foundation (EFI) to seek input, feedback and approval of the strategic direction. At this EFI Board meeting, each EFI board member agreed to provide feedback on at least one strategic objective.

To gather necessary inputs for the APR, the APR Committee organized six separate faculty committees in Fall 2010. Each committee was charged to debate and develop implementation steps for each strategic objective adopted in the Department’s revised MVG statement. The Marketing and External Relations committee also included the RCB Communications Director. Each committee presented its draft report in one of a series of town hall meetings held in the RMI Department during November and December 2010. All faculty and staff were invited to participate in each town hall meeting.

After each town hall meeting, the committee chair for the particular objective sought feedback either through e-mail or conference calls with the EFI trustee members who had agreed to provide this input at the September EFI board meeting.

In late November and early December 2010, the final committee reports for each objective were given to the APR committee for incorporation into the self-study report.

Richard Phillips led a final town hall meeting of the Department members at large to review draft report. The APR Committee incorporated comments into the final report before submitting to OIR.