



October 17, 2016

Dr. Elizabeth H. Sibolski  
President  
Middle States Commission on Higher Education  
3624 Market Street  
Philadelphia, PA 19104

Dear Dr. Sibolski,

I write to acknowledge receipt of the Evaluation Report from the MSCHE Team that reviewed the 2016 University of Delaware Periodic Review Report. We are grateful to Dr. Paul Mathews and his colleagues for their careful review of the materials we prepared. We also extend our sincere thanks to the Commission Staff, who coordinated the process and secured a qualified team to conduct the review.

We have attached an addendum that provides our response to the one compliance issue that was identified, updates on our leadership team, and a correction to the Evaluation Report. We look forward to sharing our continued progress with you in our 2020-2021 Self Study.

Best wishes,

A handwritten signature in dark ink, appearing to read 'D. Grasso', with a long, sweeping horizontal line extending to the right.

Domenico Grasso  
Provost

## Addendum to the University of Delaware 2016 Periodic Review Report

### *A Report to the Faculty, Administrators, Trustees, and Students of the University of Delaware, Prepared Following Analysis of the Institution's 2016 Periodic Review Report*

1. **Correction:** Page 6, "While president-elect Dennis Assanis will assume office in November 2016..."

Please note, President Assanis assumed office in June 2016.

2. **Updates:** Page 6, "...UD is now contending with interim appointments in key leadership positions: executive vice president and treasurer, vice president for communications and public affairs, vice president for information technologies, vice president for facilities, real estate and auxiliary services, dean of the College of Earth, Ocean and Environment, dean of the College of Education and Human Development, vice-provost and director of libraries, and director of athletics and recreation services."

The following leadership positions have been filled with permanent appointments.

Executive Vice President and University Treasurer: *Alan Brangman*

Vice President for Communications and Marketing\*: *Glenn Carter*

Dean of the College of Education and Human Development: *Carol Vukelich*

Vice-Provost for Libraries and Museums and May Morris University Librarian:

*Trevor A. Dawes*

Director of Intercollegiate Athletics and Recreation Services: *Christine Rawak*

Vice President for Strategic Planning and Analysis (new position):

*Mary Messina Remmler*

\*Title changed from Vice President for Communications and Public Affairs.

In addition, a search is currently underway for Dean of the College of Earth, Ocean and Environment.

### ***Financial Associate's Report***

1. Response to the reviewer's observation: "while still healthy, that margin is likely insufficient to maintain a reasonable level of capital improvement to fulfill the intentions of the University's master plan without taking on a disproportionate amount of additional debt. The University will have to watch its expenditure trends so as to prevent too much deterioration of its margin" (paragraph 3).

The University will balance the need to maintain and improve its capital infrastructure with ensuring its financial well-being. The University is in the process of determining the most appropriate mix of philanthropy, operating funds, prior year reserves and debt financing to meet infrastructure financing needs. Additionally, the University is planning on increasing resources particularly from non-traditional sources (e.g., international initiatives, online programs, corporate partnerships) while optimizing effectiveness and efficiencies.

### ***Appendix 3: Verification of Compliance with Accreditation-Relevant Federal Regulations***

1. **Areas Requiring Additional Action:** Assignment of Credit Hours – The documentation does not address out-of-class time associated with the number of credit hours earned.

The Office of the University Registrar has updated their Class Attendance / Absences website (<http://www1.udel.edu/registrar/students/attendance.html>) to include a University of Delaware Credit Hour Policy that addresses out-of-class time associated with the number of credit hours earned. This policy also appears on the Office of the University Registrar's UD Academic Policies and Information website (<http://www1.udel.edu/registrar/policies-procedures/acpolicies.html>) under Earning Course Credits. The University of Delaware Credit Hour Policy found on these two websites is detailed below. Please note this language does not reflect a change in policy or practice. This policy and practice have been in place, but not formally documented to date.

The language below will also be incorporated into the UD Academic Catalog. The Office of the University Registrar is currently converting the catalog to a vendor product. The 2016-17 UD Academic Catalog should be live in this environment in November 2016 and the language below will be included in that version.

## University of Delaware Credit Hour Policy

For each credit hour in the classroom, it is recommended that a student spend a minimum of two hours on course-related work outside of the classroom. An equivalent amount of work is expected in lab, studio, independent study and online courses.

The academic year typically consists of two semesters that are 15 weeks, including a one-week exam period, and a five-week winter session (4-1-4). In a 15-week term, one lecture (taught), seminar (discussion), or online (taken) credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time outside of class. A lecture, seminar, or online course awarded 3 credit hours represents 45 hours of class time and at least 90 hours of student preparation time over the term. Summer, winter and online program terms are typically less than 15 weeks, but adhere to the credit hour policy in terms of total meeting time and the total amount of work required. Thus courses that meet fewer than 15 weeks must include proportionately more in class time and out-of-class student preparation time per week.

One 15-week laboratory credit hour represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and 2 hours of student preparation time.

One credit hour for 15 weeks of visual or performing arts studio, supervised student teaching, supervised clinical rounds, field work, independent study, etc. represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per 15-week semester.