

Appendix J (2): SUGGESTED TWO-YEAR SCHEDULE FOR A SUCCESSFUL PROGRAM REVIEW

Program Review's Suggested Schedule Time Line

The Program Review process begins in the fall term and typically ends no later than spring of the following academic year. Specific dates in the process are approved by the Provost based on recommendations of the Program Review Committee and College Dean. In the spring semester prior to the beginning of Program Review, the Academic Unit submits a proposed program review schedule and budget to the Program Review Committee.

The spring semester prior to the beginning of the program review, the Academic Unit faculty meet with the Office of Institutional Effectiveness and Institutional Research to review the data package and develop a schedule for the program review. **The Academic Unit is expected to draft a schedule time line for their program review process.** The proposed schedule with time line is submitted to the Program Review Committee before the end of the spring semester preceding the fall semester start of the program review. The Program Review Committee meets with the Academic Unit leadership to discuss the review process, the proposed budget and the schedule time line. The Committee forwards the schedule with the Committee's recommendations to the Provost. The schedule requires the approval of the Provost.

The program review may take longer than anticipated. Based on the needs of the Academic Unit, its faculty may petition the Provost for an extension. The Program Review Committee considers the appropriateness of an extension and the implications of the delay. The Provost makes the final decisions on all extension appeals. Throughout the process the academic Program Review Committee and the Office of Institutional Effectiveness works with the faculty to guide them through the process.

Program Review Suggested Schedule Time Line (2-year)

Program Review	Semester	Scheduled Activities
Pre-Program Review preparation	Spring	<ul style="list-style-type: none"> • Offices of Institutional Effectiveness and Research send a standardized data packet to Academic Unit dean/ chair and the Program Review Committee • Academic Unit and Program Review Committee meet to discuss a Program Review schedule and budget (the Provost is the final approving authority)
	Summer	<ul style="list-style-type: none"> • Summer reflection on assessment and data
Year 1	Fall	<ul style="list-style-type: none"> • Academic Unit resolves any questions about the scope, content, and budget of the process with the Program Review Committee and the Provost • Academic Unit designs a Self Study including faculty & staff assignments and analysis • Academic Unit addresses the mission or purpose statement and its alignment to the university mission and institutional learning outcomes • Academic Unit examines the 6 years of departmental assessment data • Academic Unit provides to their Program Review liaison an update on the progress made based on the recommendations from the previous program review cycle • Academic Unit identifies the lines of inquiry for the current program review: the ideas can include studying existing programs, investigating specific areas of concern or researching new ideas
	Spring	<ul style="list-style-type: none"> • Self Study continues with written update to Program Review Committee • Academic Unit recommends to the Program Review Committee an External Review Team • College Dean decides on composition of the external review team
	Summer	<ul style="list-style-type: none"> • Self Study continues
Year 2	Fall	<ul style="list-style-type: none"> • Academic Unit submits Self Study with proposed action plan to the Program Review Committee, including a projected three-year Academic Unit annual budget, supporting documentation, new program start-up costs, including faculty resource plan with implications • Program Review Committee provides feedback to Academic Unit • Revised Self Study is provided to the External Review Team • External Review Team is invited to campus (late fall or early spring) and the visit is followed by a report of findings and is submitted to the Provost and Academic Unit
	Spring	<ul style="list-style-type: none"> • Program Review Committee and Academic Unit meet to discuss Self Study and External Review Team’s report • Academic Unit revises action plan. Program Review Committee receives the revised Self Study, which includes the Quality Improvement Action Plan, and the Committee votes to accept or require additional action • Program Review Committee submits Self Study with action plan, external reviewers report, and Program Review Committee’s recommendations to the Provost • Provost, College Dean and Academic Unit develop the MOU
	Summer	<ul style="list-style-type: none"> • Academic Unit develops APC/GSC proposals for academic and program revisions to be submitted in the fall semester