



Program Review Timeline Fall 2019 – Fall 2020

I. **Review Process and Timeline:** This Program Review process will span the beginning of the spring semester through the end of the fall semester each year. Dates below indicate tasks must be completed by 5pm. Note the Program Review Committee (PRC) will complete an independent review and a final report. The independent review (initial report) will address the self-study, chair and dean letters. The final report will be a brief, overall efficiency evaluation (including the external reviewer report(s), if available).

2019:

1. December 6th: Programs to be reviewed receive written notification

2020:

2. January 17th: Program Review documents distributed to programs
3. January 17th- 24th: Optional Program Review Q&A meetings with deans and chairs
4. April 1st: Faculty complete self-study report
 - Report sent to chair for independent assessment (chair letter)
 - Report sent to PRC co-chairs for compliance check
 - If compliant, self-study reports uploaded to Program Review Sharepoint drive (PRC begin reading)
 - If non-compliant, reports returned to units for corrections and step repeated
5. April 10th: Chair completes independent assessment
 - Self-study report and chair letter sent to Dean
 - Chair letter shared with Faculty
 - Chair letter uploaded to Program Review Sharepoint drive for PRC work
6. May 1st: Dean completes independent assessment prioritizing areas of opportunity based upon college vision (dean letter)
 - Dean letter uploaded to Program Review Sharepoint drive for PRC work
 - Documents sent to outside reviewer(s) (Self-studies, chair letters and dean letters)
7. May 13th: PRC convenes to discuss charge and business rules
 - PRC meets as necessary (5/13-9/30) to discuss documents and prepare PRC initial report
8. June 15th: PRC initial report completed
9. July 17th: External reviewer report(s) completed, as applicable; external reviews shared with PRC
10. August 31st – September 15th: PRC meets with representative of each program reviewed to address any questions; PRC completes final report incorporating external reviews(s)
11. October 1st: Program Review Committee report presented to Faculty Senate for endorsement/comment
12. October 5th: All reports and letters sent to units for comment
13. November 20th: Unit's written response to all reviews received
14. December 1st : All reports (including unit written response) posted to Program Review website

NOTES: Reports and letters will be shared with PRC as they are received (no later than written deadline) to optimize time spent in overall assessment. This is a formative and transparent process for continuous improvement; **ALL** documents will be made available via the Program Review website.