

Program Review

2012-2013 TIME LINE

<i>June</i>	Organizational Meeting Chairs, Deans or Dean designee, Associate Provost, Institutional Research, Director of Institutional Assessment <ul style="list-style-type: none">• Organization of program review & self study contents• Time line for developing self study• External reviewer nominations• Alumni Survey discussion College and Department Level <ul style="list-style-type: none">• Provide to Institutional Research a list of your general education, professional education and service courses; this information is also required in Table 3, Appendix D, of the Self Study Contents.• Submit external reviewer nominations to Associate Provost• Develop Alumni survey in collaboration with Tom Henderson
<i>Beg. July</i>	Alumni Survey form completed
<i>Beg Aug</i>	Institutional Research/Institutional Assessment Data distribution: SEOI's; student to faculty ratio average class size Department Level <ul style="list-style-type: none">• Begin plans for November retreat
<i>Summer</i>	Institutional Assessment: Alumni survey administered; SEOI information distributed Institutional Research distribution of all data: Measures of efficiency, Student to faculty ratio, average class size
<i>October</i>	Data from alumni survey distributed Department Level <ul style="list-style-type: none">• Plan department retreat for November: Focus on reflections and future directions.• Prepare to submit draft of complete self study to dean by December 10.
<i>November</i>	Departmental Retreat Establish date of external review
<i>December 10</i>	Complete draft of self study due to dean and Associate Provost for review
<i>January 2013</i>	Dean and AP comments on self-study returned to department for revision
<i>January</i>	Department Level <ul style="list-style-type: none">• Final self-study signed by department faculty• Delivered to dean for signature• Self study documents delivered to AP, both a hard copy and an electronic copy.
<i>March , April, & May</i>	Visits by external reviewers
<i>April, May, & June</i>	Written reports from external reviewer submitted to AP, after which the AP will forward to appropriate dean.
<i>June, July 4/4/11</i>	College Level

- Dean's report with commendations & recommendations to AP

August Executive Summary of each program review will be prepared by the AP and sent to Departments, Provost, Grad. Studies, Deans, and Faculty Senate.

October 2013 College and Department Level Charge

- Department, dean begin working on addressing recommendations from program review.

October 2014 College and Department Level Charge

- Submit departmental summary of actions taken following program review to AP