

ACADEMIC PROGRAM REVIEW TIMELINE

(Pages 5 and 6 in the Academic Program Review Guide)

First Half of Academic Year June 30 – December 15

1. [Meeting One - Orientation](#): Director of Academic Planning and Reporting meets with Department Chairs and Program Coordinators to discuss the *Program Review Guide*, timeline, and survey development process. (May)
2. [Meeting Two - Survey Design](#): The Program Coordinator and Department Chair (optional) meet with the ARP Survey Research Lab staff to review previous surveys conducted on behalf of the Program and develop needed survey instruments (current student, alumni and employer). (May)
3. The ARP Survey Research Lab staff completes the drafts of all survey instruments to be used in the Program Review process and forwards minutes from the survey design meeting, timeline, and drafts of the survey instruments to the Program Coordinator and Department Chair for review and approval. (June)
4. The Program Coordinator informs faculty of classes included in the Current Student Survey and coordinates return of completed surveys to the ARP Survey Research Lab. (July or September)
5. The Program Coordinator completes the *Curriculum and Faculty Review Form* for their Program as well as the DACUM for the Program and forwards copies of the *Curriculum and Faculty Review Form* and the *DACUM Facilitator's Report* to ARP. (Sept)
6. [Meeting Three - Data Review and Planning \(Midpoint\)](#): The Dept. Chair and Program Coordinator will review the following items with the ARP Dir. of Academic Planning: 1) the completed *Curriculum and Faculty Review Form* 2) the *Facilitator's Report* from the DACUM meeting and 3) the vitality statistics provided by ARP. (Oct)
7. ARP Survey Research Lab completes the analysis and reports for the Current Student, Alumni and Employer surveys and forwards the reports and the *Program Review Key Data Form* with survey results to the Program Coordinator and Department Chair. (Nov/Dec)
8. The Program Coordinator completes the *Program Competencies Form*, identifying the outcomes and measurements, and forwards the completed document to ARP. (Dec)
9. The Dept. Chair and Program Coordinator will discuss the development of the *Executive Summary* and review *Program Competencies* with the ARP Dir. of Academic Planning. (Jan)

Second half of Academic Year January 2 – May 30

9. The Program Coordinator drafts the *Program Review Executive Summary* detailing the Program's strengths, weaknesses and recommendations, incorporating DACUM findings and completing the *Program Recommendations Form*. The Program Coordinator reviews the draft with the Department Chair. (Feb)
10. Meeting Four - Finalization Meeting: Program Coordinator meets with the ARP Director of Academic Planning and Reporting to review data analysis and draft of the *Executive Summary* and *Program Recommendations Form*. (Mar)
11. The Department Chair and Program Coordinator meet with the appropriate Associate Vice President to finalize the *Executive Summary* draft and discuss the strengths, weaknesses and priority recommendations of the Academic Program Review. (Apr)
12. The final *Executive Summary* is sent to the ARP Director of Academic Programming by the Program Coordinator with all supporting forms and materials. (May)

Revised 05/06/09