

Time-Line for Program Review

Program review will be based on the familiar academic year. When the summer term is included with the previous academic year, this will also approximate the July 1 – June 30 fiscal year. While program review is intended to be a continuing process, the self-study begins the cycle. The self-study is conducted one year in advance of the consultant's visit. The following narrative corresponds with the accompanying time-line.

YEAR 1—Self-Study

SUMMER: Program director and selected staff/faculty obtain data and determine sources according to Program Review Guidelines.

FALL: Faculty continue data gathering; conduct new (or revise) SWOT (environmental scan); analyze data.

SPRING: Analyze data, complete self-study report; nominate potential consultants and submit to dean; dean will select consultant(s) with approval of Provost; submit names to Provost by April 30; Provost will approve by May 31; Copy of self-study to dean by May 31; Program director will submit special questions to dean by June 30; dean submit special questions to Provost by July 31.

YEAR 2—Consultant Visit and Report

FALL: Invitation to consultant by September 1; Self-study materials to consultant soon after invitation and acceptance but no later than September 30; Schedule visit for October, November, or December but no later than January;

SPRING: Consultant report 60 days after visit; Response by department and dean submitted to Provost soon after receipt of report but no later than May 1. Prepare action plan. Submit to provost by May 31.

YEAR 3—Implementation of Action Plan

YEAR LONG: Implementation of actions identified in plan.

YEAR 4—Progress Report to the Board of Governors (usually in the spring).

Subsequent years until next self-study: Annual updates and progress reports.

Program Review Time-Line

Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
One	Data gathering		SWOT Analysis			Analyze Data; Complete Self-Study			Name Consultants by Apr 30		Provost Approves		Dean Contacts
						Self-Study to Dean by May 31							
Two	Special questions to Provost by Jul 31		Invitation to Consultant by Sep 1		Materials to Consultant by Sep 31		Consultant Visit, Oct, Nov, or Dec			Prog Response to Provost 30 days after report		Action Plan to Provost by May 31	
Three	Implementation of Action Plan - all year												
Four								Progress Report to BOG					
Subsequent Years				Annual Progress Report to Dean by Jan 31									