Steps in the Cyclical Program Review Process At-A-Glance

Step	Description	Timeline	Responsibility	Documents/Templates
1.	Notice of Internal Assessment Team (IAT) Memorandum sent by Provost to all Deans and Administrative Assistants	Yr. 1, March	Provost	PR Initial memo from Provost Appointment of Assessment Team form
2.	**ACTION**: Submission of IAT Form	Yr. 1, April	Dean	
3.	Overview presentation with IAT	Yr. 1, May	CIQE	CPR Overview Presentation
4.	Self-Study template	Yr. 1, June	CIQE	Self-Study template
5.	Program Learning Outcome (PLO) - review and enhancement	Yr. 1, July-August	CIQE, TLC	
Self-Study				
6.	Data for Self-Study	Yr. 1, August	CIQE	
7.	**ACTION**: Data collection and preparation of draft self-study report • Review data provided by CIQE • Administer student/alumni surveys • Collect Course Syllabi and CVs • Complete draft of self-study	Yr. 1, August-December	IAT	
External Review and Reporting				
8.	**ACTION**: Submit list of potential external reviewers to CIQE	Yr. 1, November	IAT	Proposed External Reviewers Arm's Length Guidelines
9.	**ACTION**: Draft of self-study complete, send to CIQE, presented to Dean and the Faculty	Yr. 1, December	IAT	**ACTION**: Faculty Council Agenda and Minutes forwarded to CIQE
10.	**ACTION**: Self-study complete with Dean cover letters; CIQE to send to External Reviewers	Yr. 2, January	Dean	Dean's cover letter
11.	Site Visit with External Reviewers, Provost, Dean, Faculty, Staff, Students	Yr. 2, March	IAT, CIQE	Site Visit Agenda template
12.	External Reviewers Report sent within 30 calendar days of site visit	Yr. 2, April		External Reviewers Report template
13.	**ACTION**: Responses to External Reviewers Report (ERR) • IAT solicits feedback from program faculty • Response to ERR Report prepared by Program (IAT) • Decanal Response to ERR • Implementation Plan prepared by Dean; feedback solicited through Faculty Council	Yr. 2, May-June (30 days to prepare ERR response) (30 days prepare response to Program)	IAT Dean	Program Response template Decanal Response template Implementation Plan template (Dean's version) **ACTION**: Faculty Council Agenda and Minutes forwarded to CIQE **ACTION**: Complete the Minor Program Adjustment or Major Program Modification form for enhanced PLOs
Approval Process				
14.	Final Assessment Report (FAR) and Executive Summary prepared and delivered through Governance	Yr. 2, July-August	CIQE	FAR template Executive Summary template Implementation Plan template (CIQE's version)
18-month follow up report prepared by Dean and reviewed by Provost via the Academic Resource Committee. Summary prepared by CIQE and delivered through governance for information.				