



Figure 1: Program Review Process

<u>Month</u>	√	<u>Activity</u>
Phase I. Information Gathering		
October- November		Program Review Committee established. Chair Person designated.
		Request and schedule meeting to discuss process for the unit.
		Identify External Evaluator (where needed)
		Collect Additional Program Information
		Secure External Evaluator (where needed)
Phase II. Internal and External Evaluation		
December		Program Review Team begins evaluating program information and drafting the Program Review Report
March		Draft reviewed by division director
April-June		Revisions made as necessary. Send final report including action plan to External Evaluator, if applicable.
June		Review External Evaluator's Report, if applicable.
Phase III. Program Review Report Due		
June 30 th		Final Report and Evaluator's Report (if applicable) due to Dean, Academic Compliance
Phase IV. Response and Follow-Up		
July-Aug		Program Reports Reviewed by Executive Cabinet
Oct 1 st		Responses to Recommendations sent to Program Review Committee.

Table 1: Program Review Timeline and Checklist