**Table 1. Program Review Sequence**

**Task Timeline and Checklist**

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| --- | --- | --- | --- |
| *Phase I →* | *Phase II →Phase III* |  | *Phase IV* |
| *Information**Gathering* | *Internal**Evaluation* | *External**Evaluation* | *Program Review**Report Due* | *Response and**Follow-Up* |
|  *Oct – Nov* | *Dec – June* |  *June 30th*  |  *July-Oct* |

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| Month | *√* | Activity |
|  |  | Phase I. Information Gathering |
| October-November |  | Program Review Team EstablishedChair Person Designated |
|  |  | Request Program Review Orientation (CETL) (Optional) |
|  |  | Identify External Evaluator |
|  |  | Collect Additional Program Information |
|  |  | Secure External Evaluator |
|  |  | Phase II. Internal and External Evaluation |
| December-February |  | Program Review Team begins evaluating program information and drafting the Program Review Report. |
|  |  | **Workshops/Discussions upon request.** **Sources: Program Review Committee, Dean of Institutional Research, Dean of Academic Compliance.** |
| March-June |  | **Workshops/Discussions upon request.** **Sources: Program Review Committee, Dean of Institutional Research, Dean of Academic Compliance.** |
|  |  | Phase III. Program Review Report Due |
|  |  | External Evaluator Review Received and incorporated into Report. External Evaluator visit scheduled. |
|  |  | Report reviewed by faculty and dean. Report includes Action Plan based on review results and external evaluator’s recommendations. |
| June 30th  |  | Final Report due to Academic Services. |
|  |  | Phase IV. Response and Follow-Up |
| July-Aug |  | Program Reports Reviewed by Dean’s Cabinet |
| Sept 1st |  | Dean/VP Response to Recommendations |
| Oct 1st |  | Final Action Plans with Resource Requirements to VP Academic Services |