

Overview of Activities

This section of the program review packet contains a timeline specifying when certain steps should be completed, followed by a more detailed explanation of each step.

Timeline

Step #	Description	Estimated Completion Dates
Step 1	Meet with OAA staff to discuss academic program review process	May
Step 2	Assign self-study responsibilities	September
Step 3	Review data from OAA	September
Step 4	Meet with OAA staff (if needed)	September
Step 5	Submit nominees for external reviewers <u>**SUBMIT THIS ELECTRONICALLY**</u>	October 6th
Step 6	Conduct self-study and prepare report	October and November
Step 7	Submit initial draft of self-study report <u>**SUBMIT THIS ELECTRONICALLY**</u>	November 18th
Step 8	Submit final version of self-study report to the Provost, the Dean, and OAA <u>**SUBMIT THIS ELECTRONICALLY**</u>	December 3rd
Step 9	Schedule and make arrangements for external reviewer virtual visit	December 11th
Step 10	Distribution of materials (agenda, self-study, etc.)	January or February
Step 11	Conduct external reviewer virtual visit	February or March
Step 12	External reviewer submits completed Rubric to Department Head and Director of OAA <u>**SUBMIT THIS ELECTRONICALLY**</u>	February or March
Step 13	External reviewer submits completed final narrative report to Department Head and Director of OAA <u>**SUBMIT THIS ELECTRONICALLY**</u>	February or March
Step 14	Submit transfer voucher	April
Step 15	Department develops a plan to address recommendations of reviewer and self-study	September 30th
Step 16	Implement plan to address recommendations of reviewer and self-study as a part of the ongoing institutional effectiveness process	Academic year(s) following the program review