

Appendix 8

Academic Program Review Chronology

TARGET DATE	ACTIVITY	√
By February 1	Vice provost notifies college deans and department chairs/program administrators the programs to be reviewed two years prior to the completion date of the self-study, recommendations, and implementation plan.	
By February 15	<u>Accredited programs</u> Department chair/program administrator requests of the college dean a substitution for the academic program review document.	
By March 1	<u>Accredited programs</u> College dean determines whether the accreditation review process fulfills all or a portion of the academic program review in accordance with any CSU or CSU Stanislaus mandated requirements and communicates decision to the department chair/program administrator. <u>Non-accredited programs</u> Department chair/program administrator may request of the college dean that the program be subject to an external evaluation. An external reviewer may be invited to assist in the self-study phase of the academic program review process.	
By March 15	Vice provost, college dean, and Institutional Research conduct a program review workshop(s) with department chairs/program administrators and program faculty to discuss the academic program review process and disseminate data provided by institutional research, as required for the academic program review.	
March 16 – May 29	Department chair and dean identify process and timeline for milestones for completion and identify/arrange for external reviewers (as appropriate).	
March 16 – May 29	<u>Program faculty and department chair</u> begin draft review of data and begin draft of self study.	
March 16 – February 1	Program faculty and department chair conduct the self-study and complete the self-study document, including recommendations and a preliminary implementation plan.	
By February 1	Department chair/program administrator submits the self-study and supporting materials to the college dean.	
February 1 – February 27	College dean submits self study to external reviewers (as appropriate).	
February 15 – April 30	College governance committee(s) reviews the self-study, requests additional materials as needed, summarizes findings, and forwards the self-study to the department chair/program administrator.	
February 15 – April 30	General Education Subcommittee reviews the General Education portion of the self-study, summarizes findings, and forwards the recommendations for recertification of the GE curriculum (lower- and upper-division) to the department chair/program administrator.	
By April 30	College dean forwards the self-study to the Office of Academic Programs.	
By April 30	Office of Academic Programs forwards the self-study to the UEPC (if requested) and/or to the Graduate Council (for master’s and post-baccalaureate programs).	

TARGET DATE	ACTIVITY	√
April 30 – May 29	UEPC and/or Graduate Council (as appropriate) reviews the self-study, summarizes the findings, and forwards the document and findings to the department chair/program administrator and college dean.	
May 29 – June 30	College dean finalizes self study to include recommendations from external reviewer(s) (if applicable); responses from the department (if any); recommendations from the college governance committee(s), UEPC, and/or Graduate Council; and dean’s recommendation for program continuance, continuance with conditions, or program discontinuance.	
By June 30	College dean submits to the vice provost the self-study; recommendations from external reviewer(s) (if applicable); responses from the department (if any); recommendations from the college governance committee(s), UEPC, and/or Graduate Council; and dean’s recommendation for program continuance, continuance with conditions, or program discontinuance.	
September – October	College dean schedules a meeting to include the program representative(s), the department chair/program administrator, the college dean, the vice provost, and the provost to discuss the results of the academic program review and the preliminary implementation plan.	
October – November	Department chair/program administrator submits to the college dean a final implementation plan that identifies resource needs consistent with the recommendations of reviewing committees and consistent with the college mission and strategic plan. Within three weeks, the college dean submits the final implementation plan to the vice provost.	
By December 1	Provost issues a letter indicating final determination of program continuance and additionally may require progress reports and a timeline related to specific elements of the final implementation plan.	
By December 15	Office of Academic Programs archives the academic program review documents and posts on the web (program faculty’s final implementation plan and provost’s recommendation for program continuance/discontinuance).	
By January 15	Vice provost provides a summary of academic program reviews to the Board of Trustees.	
ONGOING	College dean incorporates the results of the academic program review into the college’s strategic and budget planning processes and forwards to the provost as part of the regular planning and budgetary processes within academic affairs and within the university’s strategic planning processes.	