CAPB Program Review Timeline

Dates below are "strongly suggested" in order to remain on schedule, except for **Bold Due Dates highlighted.**

Date	Task	Responsible Party
January 15	Initial notification to departments	CAPB
February 15	**Confirm program intent to submit review or submit request for delay with letter of support from dean**	**Department Chair/ Program Coordinator/ Dean**
March 1	CAPB decision on delay forwarded to department, Dean and Provost	CAPB, Provost/Assistant Provost
April	Chairs and deans are briefed at CAPB meeting. Initial IR data is made available. Further data in early November (final spring semester).	CAPB Chair & IR office
September 1	Comments on self-study draft	Dean
October 1	List of potential external reviewers generated and submitted to Dean and Provost	Department Chair/Program Coordinator
October 15	Self-study draft submitted to Dean	Department Chair/Program Coordinator
October 15	**External reviewer selected in consultation with dean and chair**	**Provost**
November 1	Final IR data available	IR director
November 15	Final self-study submitted to dean	Department Chair/Program Coordinator
December 7	**Update program review progress** **In response to email request from CAPB Chair: submit checklist**	**Initiated by CAP Board chair** **Response from Dean, Department Chair/Program Coordinator**
December 15	Self-study forwarded to external reviewer **Seminar panel selected**	Dean **Dean and CAPB**
December-January 31	**External reviewer visit on campus**	**Department Chair/Program Coordinator, external reviewer**
December-February 15	External reviewer report submitted to dean	External reviewer
February 15	External reviewer report submitted to chair and forwarded to seminar panel (Materials posted on I: drive)	Dean
14 days prior	Seminar panel meeting scheduled	Dean
NLT than February 28	Seminar panel convenes Submit 2nd checklist	CAPB
March 1	Dean's summary draft sent to seminar panel members	Dean

March 8	Dean's Summary Report and Action Plan submitted to CAPB (Materials posted on I: drive)	Dean
March 8- March 31	Program review, external evaluator's report, and dean's report presented to CAPB for approval	CAPB
April 14	Final report submitted to senate	CAPB Chair & Senate Rep
April	Vote on report during last senate meeting	Senate
April	Program Review Schedule submitted to Board of Governors for approval in May	Provost
June-August	All documents associated with Program Review archived on CAPB I:drive or website	Provost's office
June 1	Annual Update of Program Review Action Plan progress submitted to Provost's Office	Department Chair/ Program Coordinator
July	Executive summary of program review submitted to Board of Governors for approval at August Meeting	Provost
July 30	Discussion of updates with Dean and Assistant Provost	Department Chair/ Program Coordinator
	Presentation to President's Cabinet	Department Chair/ Program Coordinator

NLT= not later than