2024-25 Adjusted Program Review Timeline

Due Date	Task	Responsible Party
Sept 10	Brief chairs and deans on process and initial IR data	CAPB Chair Associate Provost & IR
Apr-Oct 15	Prepare Self-Study and consult with Dean	Program Faculty & Chair
Oct 1	Submit potential external reviewers to Provost	Dept Chair/Coordinator & Dean
Oct 15	Approve External Reviewer	Provost
Oct 15	Submit Self-study final draft to Dean	Dept Chair/Coordinator
Oct- Jan	Arrange and Conduct External Reviewer visit	Chair, Dean & Ext. Reviewer
Nov 15	Check final IR data available Call for update on program review process	Associate Provost & IR
Within 1-2 wks of visit	Submit External Review report to dean	External Reviewer
Within 1-2 wks of report	Attach chair/dean response to external review	Chair & Dean
Dec 1	Provide progress update to Associate Provost	Dean
Dec-Mar	Confirm Seminar Panel members – Post reports to Provost folder	Dean Associate Provost
Jan-Mar	Convene Seminar Panel	Dean
Feb-Mar	Submit Dean's summary with action steps/recommendations to Provost office	Dean
Feb-Mar	Schedule CAPB presentations	CAPB Chair
Mar 1-Apr 15	Present summary to CAPB	Dept Chair/Coordinator
April Senate	Submit CAPB motion to Faculty Senate	CAPB Faculty Senate rep
May-June	Meet with Provost or designee regarding review and actions	Dept Chair & Dean
May-June	Send response letter to Chair & Dean	Office of the Provost
Dec BOG mtg	Submit annual program reviews report to BOG	Provost

Date	Annual Follow up steps	Responsible Party
June 1st	Submit Program & Action Plan annual update	Dept Chair/Director & Dean
June 1st	Submit annual program assessment report	Dept Chair/Director/Faculty
June/July	Participate in Assess 4 Success peer review	Dept Chair/Director/Faculty