

## Chapter Four: Academic Program Review Timeline

The PASSHE has established an AUGUST 15, 2020 deadline for submitting Academic Program Review.

TASK	PURPOSE	DATE or DEADLINE
Introduction meetings	<ul style="list-style-type: none"> <li>• First introduction to the Academic Program Review Process</li> <li>• Confirmation of contact Department Chairs - Faculty</li> </ul>	July 2019
Distribution of Available Fall Data and SLO Metrics	To explain data on individual departments	September 2019 (Post Census Snap-shot)
Progress Meeting #1	Informal “status reports” and data sharing	October 2019
Distribution of Additional Fall Data and SLO Metrics	To explain data on individual departments	October 2019
Progress Meeting #2	Informal “status reports” and data sharing	November 2019
Prior to the end of the fall semester: <ul style="list-style-type: none"> <li>• The external reviewer should be confirmed and a visit should be scheduled.</li> <li>• Plans for an alumni survey should be confirmed with IEAP.</li> <li>• A request for information on library holdings should be confirmed with the Library.</li> </ul>		
Progress Meeting #3	Final meeting before submittal of the first draft	Late January 2020
By February 2020, the first draft of the self-study should be completed and submitted to the external reviewer at least 10 days prior to the date of the external review visit.		
Visit of External Reviewer	Missing this deadline affects the department’s ability to meet later deadlines	February/March 2020 (all visits should be completed by March 31)
Report of External Reviewer	The reviewer should provide a hard and electronic copy	Deadline: April 15, 2020
Submittal of Final Reports	Submit to the AVP of IEPA and your Dean electronic copies of: <ul style="list-style-type: none"> <li>• Final version of self-study,</li> <li>• External reviewer’s report,</li> </ul>	Deadline: June 1, 2020

	<ul style="list-style-type: none"> <li>• The first draft of the Academic Program Review certificate.</li> </ul>	
Meeting with Dean and AVP of IEPA	<p>Purpose:</p> <ul style="list-style-type: none"> <li>• Discuss the findings of self-study.</li> <li>• Revisions/additions may be suggested at this time.</li> <li>• Primary emphasis is on the discussion of the program's Reflection and Review and Five-Year Action Plan.</li> </ul>	All to be completed by June 30, 2020
Meeting with Provost and Associate Provost	Review final report and action plan.	All to be completed by June 30, 2020
Completion of Program Review	Final version electronic copy of certificate, self-study, and external review must be submitted to the dean and AVP Institutional Effectiveness, Planning, and Assessment.	Deadline: July 30, 2020
Submittal of Academic Program Review Certificates	Submittals to PASSE are the responsibility of the AVP Institutional Effectiveness, Planning, and Assessment.	Deadline: August 15, 2020