Program Review Checklist for programs with external accreditation
(This may vary by accrediting agency, but provides a general schedule for the review.)

Semester 1
Each external accreditation agency has its own timeline and requirements. To the extent possible, WSU will accommodate those timelines. Please keep the Office of Institutional Effectiveness appraised of schedules to the extent possible. The following documents should be submitted to the Office:

☐ The self-study document
☐ The site visit report that includes commendations, recommendations, concerns, weaknesses (terms may vary by agency)
☐ Any responses back to the accrediting agency

Semester 2

☐ Web page linked from the OIE site is setup, updated with department-specific needs, and published
☐ Self-study materials distributed via web page, if possible
☐ Evaluation team receives and reviews program review materials.
☐ On-campus visit is completed.
☐ Evaluation team evaluates the program.
☐ Evaluation team completes and submits their report.
☐ Report is distributed to program faculty, copy to Academic Dean.

Upon receipt of final accreditation status
☐ 2 – 3 page program faculty response to the Evaluation Team Report, submitted to Academic Dean.
This must include an 'action plan' for any identified learning outcome/assessment/evidence shortcomings. Be sure to address all recommendations; agree/disagree/plans.
☐ Dean should also receive copies of the Evaluation Team report if not already delivered.

Within one month of receipt of final accreditation status
☐ Dean's 1 – 2 page response is prepared and forwarded to the Program Faculty
☐ Digital copies of the site visit report, department/faculty response, and dean's response are forwarded to the Office of Institutional Effectiveness. These are posted on the program's Program Review web page.

Within 60 days of receipt of final accreditation status
Following documents are posted on webpage and shared with the Office of Academic Affairs:
☐ 3 – 5 page executive summary of the self-study
☐ Program Review Evaluation Team Report
☐ Program Faculty response
☐ Dean's response
☐ Draft of Board of Trustees/Board of Regents' report is developed which provides a summary of all reports, recommendations, and responses.

Next fall or spring semester
Program Review Standing Committee meets (Graduate Council for grad programs; faculty senate executive committee for undergraduate programs):
☐ Program director or department chair, with their Dean, provides a brief overview of the review process.
☐ The Standing Committee presents questions and asks for any needed clarifications.
☐The committee as a whole, absent the Dean and Chair/Director, discusses the findings, recommendations, analyses and plans and makes a recommendation for timing of the next program review. Again, to the extent possible, that recommendation will coincide with the external accrediting agency's recommendation. If the external accreditation period extends more than 7 years, the program will likely be asked to complete an interim, internal review.

Within 30 days of standing committee meeting:
Institutional response is written:
☐ Provost identifies the need for any interim reports and indicates the anticipated date of the next program review.
☐ Institutional response is forwarded to Program Faculty and Academic Dean.

Within 45 days of standing committee meeting:
☐ The Board of Trustees/Board of Regents report is amended with the institutional response and finalized.

Scheduled as needed:
☐ OIE drafts a summary document, which is reviewed/approved and signed by the Provost. This document is inclusive of all completed program reviews and institutional responses. After review and sign-off of President's Council, the document is shared with the Board of Trustees and submitted to the Utah Board of Regents.