

Program Review Checklist for programs without external accreditation
(With the exception of the 11/15, self-study report due date, all other dates are provided as a recommendation)

Fall Semester (Semester 1)

By October 1

- Members of the program faculty submit program review team recommendations to Dean.
- Members of the program faculty begin work on self-study.

By November 1

- Dean confirms with program faculty the final program review team.
- Program Review Team participation is confirmed.
- Program review calendar is developed and shared with review team.

November 15

- Self-study document is completed and submitted to Dean and the Office of Institutional Effectiveness (OIE).
- 3 - 5 page executive summary is prepared and submitted to Dean and the OIE.
- Any other relevant documents are collected and submitted to Dean and the OIE.

December 15

- Academic Dean completes review of self-study documents and notifies program faculty of document status.

December 31

- OIE creates a Program Review web page for the program to which site visit team members can be directed for site visit documents.

Spring Semester (Semester 2)

By January 30

Academic Dean and Chair contact the approved Program Review Team members:

- Participation confirmed
- Site visit dates and travel arrangements confirmed
- Web page in IE site is setup, updated with department-specific needs, and published
- Self-study materials distributed via web page
- Review team members are provided with an orientation to their role and responsibilities.

By March 30

- Evaluation team receives and reviews program review materials.
- On-campus visit is completed.
- Evaluation team evaluates the program.

By April 15

- Evaluation team completes and submits their report.
- Report is distributed to program faculty, copy to Academic Dean.

By April 30

- 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.

By May 15

- 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.

By August 1

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.

Fall Semester, following year (Semester 3)

By October 30

Program Review Standing Committee meets:

- 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. That recommendation will range from 5 to 7 years or may be delayed pending specific actions to be taken within the next 3 months.

By November 15

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.

By December 15

- The Board of Trustees/Board of Regents report is amended with the institutional response and finalized.

By December 31

- 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.