

TIMELINE FOR PROGRAMS UNDERGOING PROGRAM REVIEW - SPRING 2024

Date	Program Review Activity	Responsible Party
January 2024	Complete analysis for spring 2024 programs	RPIE
Friday, February 2 1:30-2:30 pm	Orientation for 7 Instructional Programs/Academic Support Services and 4 Student Support Services undergoing review <ul style="list-style-type: none"> • Include lead writers and administrators 	RPIE
By February 12	Support Programs: Identify program-specific data to incorporate into program review process	Lead Writer (with RPIE)
Week of February 12	Instructional Programs: Program Review template containing data (for Section I) distributed to Program Coordinators	RPIE
Thursday, February 15 2:00-3:00 pm	Instructional Programs: Workshop on Data (Section I) <ul style="list-style-type: none"> • Requests for additional data due to RPIE 	RPIE
By Late February	Support Programs: Report containing data (for Section I) distributed to Lead Writer	RPIE
Friday, February 23 1:00-2:00 pm	Workshop for Instructional Programs: Curriculum & Learning Outcomes Assessment (Sections II & III)	Curriculum Committee Chair, Learning Outcomes Coordinator
Friday, March 1 1:00-2:00 pm	Workshop: Program Plan, Program Highlights and Summary of Program Review (Sections IV – VI and Cover Page)	RPIE
April 1	Share complete draft with faculty and staff affiliated with the program <ul style="list-style-type: none"> • 2 weeks for review and feedback (April 1-12) <p style="text-align: right;"><i>*Spring Recess is March 25-30</i></p>	Lead Writer
April 15	Forward complete report to Dean for feedback <ul style="list-style-type: none"> • 2 weeks for review and feedback (April 15-26) 	Lead Writer
April 29	Complete Feedback Follow-up Form <ul style="list-style-type: none"> • Forward a Word version of report (including feedback) and an Excel version of the plan to: Lead Writer, VP of Academic/Student Affairs, Dean of RPIE, RPIE Admin Assistant • 2 weeks for review and Feedback (April 29-May 10) 	Supervising Administrator
May 13	Notification/completion letters sent to Program Coordinators (including cc to Dean, RPIE)	VPAA, VPSA
May 2024	Collect feedback from spring 2024 participants (via survey)	RPIE
Summer 2024	Post completed spring 2024 reports on website	RPIE