

TIMELINE - GRADUATE ASSESSMENT AND PROGRAM REVIEW PROCESS

Full KBOR Program Review

The Full-Cycle Kansas Board of Regents (KBOR) Review will include completion of programs Assessment of Student Learning (ASL) report and the Program Review Report (PRR) which will include a review of the KBOR Statistical Overview report.

The following process will be followed during the Full-Cycle KBOR Review:

Assessment of Student Learning Report – ASL:

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| May 2016 | Graduate School contacts department heads, graduate program directors, and the College Dean(s) to notify them that their graduate program will be undergoing a full Board of Regents review for the upcoming academic year and informs them the timeline and format for the report. Programs may request a meeting with the Associate Dean for Academic Affairs to go over the procedures and answer any questions. |
| May-Oct. | Graduate program directors prepare the program's Assessment of Student Learning (ASL) report, which is due October 1. Reports are to be submitted as Word or PDF documents into the CANVAS reporting system. |
| October 1 | Graduate School Assessment and Review committee receives the Assessment of Student Learning report from the Office of Assessment of those programs under review for the upcoming academic year. |
| November | The Graduate Council Assessment and Review Committee meets to discuss and review the ASL report. |
| Dec.-Feb. | The Committee will provide feedback in CANVAS and prepare list of changes, comments, or additional documentation needed for the reports. Programs are expected to respond in writing to any questions or suggestions made by the Assessment and Review Committee and revise their ASL report accordingly. |
| Mar. 1 2017 | All revisions to the ASL reports are completed. |

Program Review Report – PRR:

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| Oct. 2016 | Graduate School contacts department heads, graduate program directors, and the College Dean(s) to notify them that their graduate program will be undergoing full Board of Regents review for the current academic year and provide them an initial timeline and templates of the materials needed for the review. A meeting may be planned to go over the process. |
| Jan. 2017 | Planning and Analysis and Graduate School Dean (Representative) meet with the coordinator from each college that have programs that are designated for review. This meeting will be held to discuss the timeline, format for the Summarized PRR covering the years from the last review through the previous academic year, the summarized table of data, and answer any questions. The relevant Departments, College Dean, and Graduate School Dean have received a copy of the Board of Regents' (BOR) preliminary Statistical Overview Report from Planning and Analysis. |
| February | The Department prepares the draft Summarized PRR. |

- March 1** The Department electronically submits the completed Summarized PRR to the Graduate School Dean, Chairman of the Graduate School Assessment and Review Committee with a copy to their respective Academic Dean(s) and Office of Planning and Analysis.
- Mar.-mid-May** Review and feedback with the Graduate School Dean and Graduate School Assessment and Review committee with the Department.
- Summer** Department makes the necessary revisions suggested by the Graduate School Dean and Graduate School Assessment and Review Committee.
- October 1** The Department submits the final Summarized PRR. These reports are submitted to the Graduate School Dean, their respective Academic Deans, and Office of Planning and Analysis.
- Nov.-Jan. 2018** The Office of Planning and Analysis prepares the five-page Institutional Overview Report, the one-page Institutional Estimate of the Fiscal Implication, and the two-page degree program summaries and submit them to the BOR.
- Feb. 15, 2018** All program review reports are submitted to Kansas Board of Regents (KBOR).
- May, 2018** Kansas Board of Regents Meeting on Program Review. The appropriate Dean may be asked to attend the KBOR session when the review of degree programs is presented.
- June, 2018** Provost provides feedback to the Dean regarding the outcome of the KBOR review of the programs.