

TIMELINE – ANNUAL PROGRAM REVIEW PROCESS

Graduate Programs Only

- Sept. 1-15 Graduate School contacts department heads, graduate program, and the College Dean(s) directors to notify them that their graduate program will be undergoing full Board of Regents review for the current academic year and provides them copies of the documents to be completed.
- Nov.- Dec. Planning and Analysis and the Assessment Offices meet with the coordinator from each college and the Graduate School Dean that have programs that are designated for review to discuss the timeline, formats for the **Detailed Program Review Report (PRR)**, **Summarized PRR**, **Detailed Assessment of Student Learning (ASL) report** (covering the years from the last review through the previous academic year), and the **Summarized ASL report**, and answer any questions.
- Feb 1-15 The relevant Departments, College Dean, and Graduate School Dean receive a copy of the Board of Regents' (BOR) **preliminary Statistical Overview Report** from Planning and Analysis.
- Feb 15-28 Using the criteria and standards established by the BOR, the College Dean consults with the Graduate School Dean, the Planning and Analysis Office and the Assessment Office regarding the statistical overview reports, assessment of student learning requirements and other relevant information.
- March 1-7 The Graduate School Dean summarizes any comments from the February meetings and informs the Department if additional information will need to be included in the Draft Detailed PRR to respond to any concerns or issues regarding the criteria established by the BOR. The draft PRR document and the draft ASL report are prepared by the relevant Unit/Department with the aid and advice of the faculty responsible for the degree programs under review¹.
- The Department and Graduate School Dean receive additional reports and information prepared by Planning and Analysis (e.g., number of grant proposals, continuing education enrollments, etc.), previously requested by the Graduate School and/or Department/Unit to aid in the process. Updated statistical overview reports with the most current information are provided to the Graduate School Dean and Departments.
- April 3 The Department electronically submits the **draft Detailed PRR** and the **draft Detailed ASL** reports to the Graduate School Dean with a copy to their respective Academic Dean.
- May 15 The Graduate School Dean and the Graduate Council Assessment Review Committee discuss, review, and prepare list of changes, comments, or additional documentation needed for the final detailed reports

¹In the case of interdisciplinary programs, the graduate program director is responsible for preparing the documents. The director should consult with the faculty from the from different Departments, Units, and/or Colleges participating in the interdisciplinary program.

- June 12 The Graduate School Dean provides feedback to the relevant Departments/Units and copies the respective Academic Deans about any needed changes for the final detailed reports.
- September 4 The **final Detailed PRR** and **final Detailed ASL** report are submitted to the Graduate School Dean with copies forwarded to the Academic College Dean(s).
- September 25 After reviewing the final detailed PRR and final detailed ASL report, the Graduate School Dean summarizes any comments or concerns and distributes to the respective Departments/Units for the development of the Draft Summarized PRR and Summarized ASL report.
- October 2 The Departments/Units prepare the **Summarized PRR** and **Summarized ASL** report for the department/program and addresses the master's and/or doctorate's program (by CIP code) under review within the report.
- The Department submits the Summarized PRR and Summarized ASL report to the Graduate School and their respective Academic Dean's office for additional feedback as appropriate.
- October 16 The Graduate School Dean in consultation with the Academic Deans submits any feedback on the Summarized PRR and ASL reports to the Departments/Units.
- November 6 The Department prepares the **final Summarized Reports**. These reports along with the **Detailed Reports** are submitted to the Planning & Analysis and Assessment Offices for review and comment (electronic copies preferred). Copies are provided to the Graduate School Dean and their respective Academic Dean.
- November 20 Planning & Analysis and Assessment staff returns any comments on the Summaries and final Detailed Reports to the Department/Unit, Academic Dean and Graduate School Dean.
- December 11 Planning & Analysis and/or Assessment Office provide suggestions to the Department/Unit for appropriate revisions to the summaries. The revised documents are then sent to Planning & Analysis, the Assessment Office, the Graduate School, and respective Academic Dean(s).
- Feb. 13, 2010 The Offices of Planning and Analysis and Assessment prepare the five-page Institutional Overview Report, the one-page Institutional Estimate of the Fiscal Implication, and the one page degree program summaries and submit them to the BOR.
- Mid-May, 10 Board of Regents Meeting on Program Review. The appropriate Dean may be asked to attend the BOR session when the review of degree programs is presented.
- June, 2010 Provost provides feedback to the Dean regarding the outcome of the BOR review of the programs.