

TIMELINE - GRADUATE ASSESSMENT AND PROGRAM REVIEW PROCESS MID-CYCLE KBOR Review

The following process will be followed in developing the Mid-Cycle Review Report:

September

Graduate School notifies the coordinator(s) from the departments who have programs that are designated for Mid-Cycle Review during the 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.

October - November

Coordinators prepare the program's Assessment of Student Learning (ASL) report, which is due by November 5th. Reports are to be submitted as Word or PDF documents to the Office of Assessment via email to assessment@ksu.edu and cc gradinfo@ksu.edu

November-December

The Graduate Council Assessment and Review Committee meets to discuss and review the ASL report.

December-February

The Committee will provide feedback 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.

Programs will receive a copy of the Board of Regents' (BOR) Statistical Overview Report.

March

Programs submit the final ASL report, which is due on March 1.

Graduate School reviews the ASL report and BOR Statistical Overview.

April-May

Graduate School Dean provides feedback to programs on their review of their program documents and copies the respective College Dean(s)