

Chronology for Academic Program Review		
Target Date	Activities & Tasks	Person(s) Responsible
Phase 1		
April	<p>Review the Program Review Master Schedule 2023 – 2030</p> <ul style="list-style-type: none"> ● The review is with all scheduled academic programs. ● Overview of the Academic Program Review Process. ● Discuss the program review process in detail, review self-study guidelines, program data, resources, tools and identify specific program needs. ● The program appoints a program review coordinator. ● The program develops a timeline and activities. ● Program without program specific accreditation prepares a list of nominees to be considered for an external reviewer. ● Program submits names for a short list of proposed external reviewers to the Dean of the College. ● Final selection of nominees is discussed with the Dean of the College. ● Program is responsible for logistics, stipend and scheduling the reviewer. ● Program is responsible for communicating to the reviewer to ensure review is completed in a timely manner according to the schedule. 	
May-August	OIRE develops the common data set for the programs engaged in program review.	- OIRE
August	Follow-up meeting with the programs in the review process to check in and discuss timelines	- Provost office - Program Chairperson/College
	Provide a common data set for all programs and department chairs actively engaged in program review – a data book.	- OIRE
September	<ul style="list-style-type: none"> ● The program develops a revises timeline and activities. ● Program actively gathers program-specific information. ● Program uses datasets and other internal program data to draft self-study. ● Build tables and graphs plus a narrative for each table. ● Discuss additional elements that the program may wish to collect and include. ● The program schedules dates for external reviewer to visit campus in Oct., Nov. or Dec. ● The program also checks dates against the Dean’s calendar. ● The program’s administrative assistant aids in the process of identifying dates and communicating with the external reviewer. ● Develop timeline and activities for the external reviewer. 	- Program Chairperson/Division Chairperson - Program Faculty - College Dean
Phase 2		
Sept 30	<ul style="list-style-type: none"> ● A formal letter will be sent to the nominee regarding the details of the academic program and review process. ● The program will request from the (Provost/OIRE) an External Consulting Agreement letter. This is official notification to the reviewer of his/her duties and responsibilities. ● The program prepares specific questions about the program for the reviewer to consider. 	- Program Chairperson/Division Chairperson - College Dean
October	<ul style="list-style-type: none"> ● Follow-up program meetings 	- Program

	<ul style="list-style-type: none"> ● Draft an agenda for the external reviewer: meetings program faculty, committees, the student body within the program and/or other programs connected to the academic program under review. 	<p>Chairperson/Division Chairperson</p> <p>- Administrative assistant</p>
October - December	<ul style="list-style-type: none"> ● The academic program’s draft self-study should be completed. ● External reviewer visits campus. ● Within 30 days of scheduled review/campus visit, the external reviewer submits a final report to the Dean and the academic chair/division chairperson for the program under review. ● External reviewer submits a draft report to program for corrections or errors. 	<p>- Program Chairperson/Division Chairperson</p> <p>- External reviewer</p>
January	<ul style="list-style-type: none"> ● The Dean of the College and the academic chair/division chairperson meet to review and discuss findings of the self-study report. ● The academic program response to the external reviewer’s report with a draft response/report which is submitted to the Dean of the College. ● The academic program drafts an Action Plan for future planning purposes. ● The Action Plan must include goals, specific actions needed to achieve goals, metrics/performance measures to determine achievement of goals, timeline for implementation. ● The final external reviewer’s report along with the Action Plan is submitted to the provost for review. 	<p>- Program Chairperson/Division Chairperson</p> <p>- College Dean</p>
January 15	<ul style="list-style-type: none"> ● Program Review report, the Consultant’s Report/Accreditation Report and action plan must be submitted to APRC/OIRE through Curriculog. 	
January – March	<ul style="list-style-type: none"> ● APRC reviews the Program Review and provides feedback on program reviews and makes a recommendation on the program status 	<p>APRC</p> <p>OIRE</p> <p>Program Faculty</p>
March	<ul style="list-style-type: none"> ● The Dean of the College meets with Provost to discuss findings, plan for and budgeting implications. This meeting is preparatory to assist with PBAC. ● OIRE receives the final reports with APRC recommendations and prepares the draft IBHE report and submits it to the provost for her review 	<p>- Dean of the College and Provost</p> <p>- OIRE</p>
	Phase 3	
April 15	<ul style="list-style-type: none"> ● 30 days prior to BOT, a second copy must be prepared for the BOT and the President’s chief of staff. 	<p>- Program Chairperson/Division Chairperson</p> <p>- OIRE</p> <p>- Chief of Staff</p>
June	<ul style="list-style-type: none"> ● Formal Presentation is made to the BOT as part of the June 1 meeting schedule. 	<p>- Provost</p> <p>- OIRE</p> <p>- Chief of Staff</p>
June 15	<ul style="list-style-type: none"> ● OIRE submits academic program reports to IBHE. ● OIRE posts individual academic program review to the GSU’s accreditation site for HLC 	<p>- Provost</p> <p>- OIRE</p>