

Program Review – Summary Timeline – Spring 2023

May

- **By May 5: Confirm Program Review lead, notify Jeana McCullough**
- Chair and Lead plan drafting process/responsibilities
- Discuss possible internal and external reviewers

Program Review – Summary Timeline – Fall 2023

August

- **TBA: Attend check-in via Zoom re self-study drafting and Watermark P&SS training**
- Gather and review available data, discuss with faculty (DSIR can assist)
- Request any additional data from DSIR or gather from other sources

Sept

- Draft self-study, begin to assemble appendices
- **By Sept 30:**
 - **Program lead submits to IEA at least 2 external reviewer candidates and internal reviewer selections**

Oct

- IEA and/or SVP/VPAA provides feedback on external reviewer candidates. Program selects external reviewer finalist after receiving feedback.
- **By Oct 30:**
 - **Program submits full self-study draft for review by Chair, Dean, IEA, SVP/VPAA (Watermark P&SS).**
 - **Program selects external reviewer finalist and notifies IEA.**
 - **Program sends IEA proposed date(s) for site visit.**

Nov

- IEA meets with external reviewer finalist, confirms availability, and begins contract
- Chair, Dean, IEA, and SVP/VPAA are reviewing and providing feedback on self-study (Watermark P&SS)

Dec

- **By Dec 1: Program receives self-study feedback from Chair, Dean, IEA, and SVP/VPAA**
- Program addresses feedback, makes final revisions
- Program secures Chair and Dean final approval of self-study

Program Review – Summary Timeline – Spring 2024



- **By Jan 31: Program submits finalized self-study draft and all appendices to IEA**
- Program plans site visit: contact/invite session participants; reserve rooms, order lunch; finalize itinerary and send to IEA.
- IEA confirms with internal reviewers and sends internal reviewer training materials



- IEA submits completed self-study to reviewers 30 days prior to site visit
- IEA meets with external reviewer and internal reviewers about 1 week prior to visit
- **Program leads site visit**
- IEA and Program receive and review draft narrative report from external reviewer, provide feedback if needed