

Program Review Cycle

All degree programs in operation for more than three years that have current enrollment are required to complete a program review every three years. The following table outlines the current program review cycle until 2020-2021 academic year.

Academic Year	Degree Programs Under Review
2017-2018	MS in Digital Arts MS in Software Engineering
2018-2019	Master of Business Administration Doctorate in Business Administration
2019-2020	MS in Electrical Engineering MS in Computer Engineering PhD in Electrical Engineering MS in Engineering Management
2020-2021	MS in Digital Arts MS in Software Engineering MS in Computer Science

Suggested Timeline

The following timeline is provided to help departments manage the program review process. Departments are encouraged to begin planning for their program review during the academic year prior to their year of submission.

May - June (Prior Academic Year)

Meet with the Provost and the Office of Institutional Research and Assessment about program review logistics, budget, and planning.

Prepare a list of committee members of the Program Review Committee.

Submit the final committee list to the Provost.

July - August (Prior Academic Year)

Submit to the Provost a list of external reviewers.

Provost reviews and approves reviewers.

Once approved, make arrangements for external reviewers to come to campus in January or February.

Begin to draft External Review Plan(s).

August - December

Complete the Self Study.

Below are some suggested activities that might help you prepare your Self Study Report.

- Review the last program review report and subsequent annual reports. Identify what improvements to the program have been made since the last program review.
- Meet with program faculty about program strengths and potential target areas for improvement.
- Discuss with the academic advisors the common student challenges that they have observed.
- Review data provided by Institutional Research and Assessment. Request additional data or schedule an appointment with their office as needed.
- Engage students and alumni of the programs to learn about their perception of the program's quality.

January

Provide a copy of the Self Study Report to the Provost, program faculty, and the external reviewers.

Finalize the External Review Plan(s) and visit schedule.

January - February

External Reviewers visit campus and provide their final observations. Provide copies of the External Review Report(s) to the Provost.

Begin to draft the final report.

February - March

Submit the complete draft to the Provost for review and approval of the Action Plan.

Once the Action Plan is approved, create the final Program Review Report, including an executive summary.

Include any immediate steps from your Action Plan in your next Operational Plan and Budget.

March - April

Present an overview of the final report to ALC.

Submit a copy of the final Program Review Report to the Provost and Institutional Research and Assessment.

May

Begin to prepare for next annual report. Use the annual report to address a target area from your completed program review.