## PROGRAM REVIEW PROCESS TIMELINE

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<th>Completed By:</th>
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<td><strong>May 1</strong></td>
<td><strong>Initiate Program Review Process</strong>&lt;br&gt;• Institutional Research (IR) notifies Provost, Vice President/Dean and Assistant Vice President of Institutional Assessment and Planning (AVP IAP) of departments or other unit(s) scheduled for review.&lt;br&gt;• Vice President/Dean notifies Department Chairperson(s) or Unit Head(s).&lt;br&gt;• IR begins preparation of data packets for analysis.</td>
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<td><strong>May 15</strong></td>
<td><strong>Conduct Self-Study Pre-Planning Meeting</strong>&lt;br&gt;• The AVP IAP attends college meetings or directors meetings to provide an overview of the Program Review process for upcoming departments/units in collaboration with the Dean/Vice President. This pre-planning meeting focuses on the Board of Governors Criteria for the Program Review (Attachment 1), the Millersville University Guidelines and Administrative Procedures for the Program Review (Attachments 2 through 5) and the Role of the External Evaluator. (Attachment 10).</td>
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<td><strong>November 1</strong></td>
<td><strong>Hold Planning Meeting (Identify Internal Self-Study Team and Determine Selected Areas Focus)</strong>&lt;br&gt;• Department Chairperson or Unit Head assembles Program Review Team&lt;br&gt;• In collaboration with the Dean/Vice President and the Director of Institutional Research, the AVP IAP provides an overview of the self-study process with the Self-Study Team and Department/Unit Head. During this meeting, the AVP IAP and the Dean/Vice President clarify the required areas of focus for the program review and the selected areas of focus to be approved by the Dean/Vice President and the Provost. The Institutional Researcher reviews the data packet with the Team.&lt;br&gt;• Review process and selected areas of focus are approved by the Dean/Vice President and Provost.</td>
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<td><strong>By April 1 or earlier</strong></td>
<td><strong>Conduct Program Review</strong>&lt;br&gt;• The internal self-study team examines the previous five-year program review, five-years of student learning outcomes assessment information, data packet, and accreditation review (if applicable). The internal evaluation committee will prepare analysis of the information as agreed upon by the group.&lt;br&gt;• In consultation with the Department/Unit Heads, the Dean/Vice President nominates 3 to 5 external evaluators for approval by the Provost. (See Attachment 10.)&lt;br&gt;• External reviewers are approved by the Provost in consultation with the Dean/Vice President.&lt;br&gt;• External reviewers are invited and contracted by the Dean/Vice President and arrangements for review are completed.</td>
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| April 15     | Host the External Evaluator(s) Visit  
- Draft of self-study report based upon Standard Format for Program Review and data packet, and a draft strategic plan with action plan are submitted to external reviewer(s) by Dean/Vice President at least two weeks prior to the visit.  
- The itinerary for the external evaluator’s visit is prepared and includes meetings with the Dean and the Provost.  
- The external reviewer(s) visits campus and submits a report of review to the Dean/Vice President. |
| May 1        | Prepare Near Final Program Review Report  
- The Dean/Vice President and Department / Unit Head and Self-Study Committee meet to discuss the external evaluator’s report and the program strengths, weaknesses, recommendations, and updates to the Strategic Plan with Action Plan, as well as updates to the five year Student Learning Outcomes Assessment Plan. |
| Last day of classes, Spring semester | Submit Draft Report to Dean by Unit  
- Unit submits a draft of the final report based upon the standard format for program review reports to the appropriate Dean/Vice President. This should include a draft of the full report and the three-page Program Review Summary Form. Reports from external consultants should be included. |
| July 1       | Submit Revised Report to Dean by Unit  
- Dean/Vice President and department chair or unit head meet to review the draft of the full report. Unit submits final full report to Dean/Vice President.  
- Dean/ Vice President finalize the Millersville University template version of the Office of the Chancellor’s web-based Program Review Summary Form. |
| July 15      | Submit Program Review Report to Provost  
- Dean/Vice President submits full Program Review Report and external consultant report(s) by July 15 to the Provost for final approval. The Dean/Vice President submits the Millersville template of the program review summary with the appropriate signatures to the Vice President and copying the Assistant Vice President for Institutional Assessment and Planning (AVP IAP), the Director of Institutional Research, and McNairy Library Archives. Full reports with appendices are submitted to AVP IAP. |
| August 15    | Send Report to PASSHE  
- Dean/Vice President submits the web-based program review summary form to the Office of the Chancellor. The Director of Institutional Research submits the paper form with signatures to the Office of the Chancellor.  
- The Provost submits copies of the Summary Report form to the Millersville University Council of Trustees at COT September Meeting for academic units and academic-support and student-support units. |
| November 15  | Submit Department Revisions to Strategic Plan and Action Plan and Five-Year SLO Assessment Plan  
- The Department Chair or unit head submits an updated Strategic Plan and Action Plan to the Dean/Vice President and copies the AVP Institutional Assessment and Planning. The Action Plan may include a more detailed implementation plan.  
- The Department Chair or unit head submits an updated five-year Student Learning Outcomes Assessment Plan to AVP IAP and Dean/VP. |