

Academic Program Review Process and Timeline

Timeframe	ACTIONS
May Prior Academic Year	<p>Initiate Program Review Process</p> <ul style="list-style-type: none"> ▪ The Planning, Assessment, and Analysis (PAA) department identifies departments that have academic program reviews scheduled for the upcoming academic year. ▪ The Assistant Vice President of Institutional Assessment and Planning (AVP IAP) notifies the Provost, the respective Vice Presidents/Deans, and Department Chairs. ▪ The Planning, Assessment, and Analysis Office prepares the initial data resources.
September - October	<p>Launch Program Review</p> <p>Assemble Internal Program Review Team</p> <ul style="list-style-type: none"> ▪ The Department Chair assembles their department Program/Unit Review Self-Study Committees/Team. <p>Conduct Program Review Pre-Planning Meeting</p> <ul style="list-style-type: none"> ▪ The AVP IAP provides an overview of the Program Review process for all departments/units under review in collaboration with the College Dean/ Vice President. ▪ The Millersville University Program Review Report Template is shared. ▪ The AVP IAP: <ul style="list-style-type: none"> ▪ Shares prepared data resources with team members, ▪ Collects data requests that may be unique to each program/unit review, and ▪ Provides a short information module on how to incorporate data into the report.
November - December	<p>Develop Program Review Draft Reports</p> <ul style="list-style-type: none"> ▪ The AVP IAP schedules check-in sessions with program review teams to answer questions and respond to data requests. ▪ After the internal self-study team examines the previous five-year program review, five years of student learning outcomes assessment information, data resources, and accreditation review (if applicable), the self-study team completes the Millersville University Program Review Report Template. <p>External Reviewer Nominations – Preliminary</p> <ul style="list-style-type: none"> ▪ Program Review teams develop a list of three (3) to five (5) external reviewer candidates.
Due February 1	<p>Submit Program Review Self-Study Report Draft</p> <ul style="list-style-type: none"> ▪ After discussing the self-study reports with department members: <ul style="list-style-type: none"> ▪ Academic Program Review teams submit their draft reports to the respective College Dean. The College Dean reviews, requests modifications if necessary, and approves the draft. <p>Submit Program Review External Review List</p> <ul style="list-style-type: none"> ▪ In consultation with the Department Chair, the College Dean/Vice President submits a list of three (3) to five (5) external evaluators to the Provost. ▪ Please provide CV of each suggested external reviewer with your request. <p>Additional Information: Please view the <i>Academic Program Review – External Reviewer and Report Guide</i> document.</p>

Academic Program Review

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March-April	<p>External Reviewer Approval and Invitations</p> <ul style="list-style-type: none"> ▪ The Provost approves Academic Program Review external reviewers by March 1. ▪ The respective Vice President approves Administrative Unit Reviewers by March 1. ▪ Department support personnel, the College Dean or the Vice President invites and contracts with each reviewer. ▪ Departments send the approved program review report and student learning outcomes assessment plan to the external reviewers two (2) weeks to one (1) month prior to the site visit. <p>Site Visit Scheduling</p> <ul style="list-style-type: none"> ▪ Departments, in conjunction with the College Dean’s Office, coordinate site visit arrangements: <ul style="list-style-type: none"> ▪ Academic Program Review site visits should include meetings with the College Dean and Provost. <p>Additional Information: Please view the <i>Academic Program Review – Site Visit Guide</i>.</p> <p>External Reviewer Report</p> <ul style="list-style-type: none"> ▪ The external reviewer sends a report after the site visit to the program review leader, Department Chair, and College Dean or Vice President. ▪ Ideally, the external reviewer sends this report within two (2) to four (4) weeks subsequent to the visit. <p>Program Review Evaluation Report Discussion</p> <ul style="list-style-type: none"> ▪ <u>Academic Program Review</u> The College Dean/Vice President, Department Chair, and Self-Study Committee meet to discuss the self-study report and external reviewer’s report. <ul style="list-style-type: none"> ▪ Based on findings, the five-year action plan and five-year Student Learning Outcomes Assessment Plan may be modified. ▪ The College Dean may prepare a written response to accompany the self-study report.
May-July	<p>Final Program Review Communication and Archival</p> <ul style="list-style-type: none"> ▪ The College Dean/Vice President submits the following Academic Program Review documentation to the Provost by July 15 and copies the AVP IAP: <ul style="list-style-type: none"> ▪ Department Academic Program Review Self-Study Report ▪ External Reviewer Self-Study Report ▪ Five-Year Action Report ▪ College Dean Written Response (Optional) ▪ Signature Page