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| Program Reviews are intended to reflect the continuous review work of programs. Therefore, it is expected that the items programs are asked to reflect on in the self-study are discussed at frequent intervals during the review cycle. The table below outlines the tasks to complete a year and half out from your program’s self-study due date. It is likely some of the work under tasks each month was completed earlier in the review cycle and your work that month is compiling and reviewing. |
| **Month and Year** | **Task to Complete** | **Notes on Progress (completed by program):** |
| March-April 2024 | Attend Program Review Orientation for self-studies due in 2025.Review criteria in self-study. Begin completing sections.If possible, delegate responsibility for completing sections among program.  |  |
| May 2024 | Note any sections that are a challenge to complete. |  |
| Summer 2024 | Should you choose to spend time during the summer working on the self-study, complete the sections that do not require significant time or resources (e.g., mission and general information). The IRAP office is available all year to assist. |  |
| September-October 2024 | At the first fall meeting with program, review progress on the self-study to date, and share next steps in completing the self-study for the May 1, 2025, submission to the Dean.Continue to work to complete sections in the self-study. This is a good time to complete sections that will take more time (e.g., assessment of student learning).If possible, delegate responsibility for completing sections among program.  |  |
| November 2024 | Schedule a meeting with the Department Chair and/or College Dean to discuss the upcoming program review and current status of the program’s work. Continue to work to complete sections in the self-study. |  |
| December 2024 | Meet with Department Chair and/or College Dean to share current status, accomplishments, and potential challenges. Consider sharing the self-study report with the Dean for feedback. |  |
| January 2025 | At the first winter/spring program meeting, discuss progress to date. Review next steps and feedback from Dean. |  |
| February-April 2025 | Continue to work to complete sections in the self-study. |  |
| March-April 2025 | Attend Q & A Program Review Orientation for self-studies due in 2025. |  |
| May 2025 | Submit completed self-study to Dean via Portal by May 1, 2025 |  |
| June 2025 | Review Portal for their review and feedback. The Dean will send the self-study back to the author to address any recommended edits and/or changes. |  |
| July-August 2025 | Submit to the IRAP Office via the Program Review Portal by August 1.  |  |
| Fall 2025 | Self-Study Reviews completed by Program Review committee. The program review committee works in teams of 4-5 to complete the review of the self-study report. The reviews take place through January. |  |
| Dec 2025-Jan 2026 | Face-to-Face meetings will be scheduled. Please ensure Outlook Calendars are up to date for the spring semester and that you are responsive to emails coming from assessment.  |  |
| Spring 2026 | The review team will meet with the program in the Spring, between Late January and April for a face-to-face meeting to discuss results of the review team’s finding. |  |