

Decennial Program Review Process

Printable Checklist

Date:	Activity:	Responsible Party:
Jan.	<input type="checkbox"/> Unit receives decennial program review notification email <input type="checkbox"/> Unit receives request to update contacts	<input type="checkbox"/> OtP sends notification <input type="checkbox"/> Unit completes request
Feb.	<input type="checkbox"/> Unit attends decennial program review workshops	<input type="checkbox"/> OtP convenes workshop <input type="checkbox"/> unit attends
Feb. 28	<input type="checkbox"/> Standard data sets available in unit SharePoint	<input type="checkbox"/> IR uploads data sets <input type="checkbox"/> Unit accesses SharePoint as needed
Mar. 19	<input type="checkbox"/> Unit submits external/internal review committee (ERC/IRC) member identification Qualtrics survey <input type="checkbox"/> Units submits survey to request library data	<input type="checkbox"/> Units submits survey <input type="checkbox"/> Unit submits survey
Mar. – Dec.	<input type="checkbox"/> OtP confirms ERC/IRC committee <input type="checkbox"/> OtP and unit confirm site-visit dates for winter/spring of the following year <input type="checkbox"/> OtP and unit complete visit schedule	<input type="checkbox"/> OtP and unit coordinate
Jun. 1	<input type="checkbox"/> Library uploads data to SharePoint	<input type="checkbox"/> Library uploads data <input type="checkbox"/> Unit accesses data in SharePoint
June - Dec	<input type="checkbox"/> Unit drafts self-study and submits it to the school/college dean for review and approval	<input type="checkbox"/> Unit submits to dean
Dec. 15	<input type="checkbox"/> Units uploads dean approved self-study report to unit SharePoint folder for OtP review	<input type="checkbox"/> Unit uploads approved report
Dec - Feb	<input type="checkbox"/> OtP reviews and finalizes report at least 30 days prior to ERC visit	<input type="checkbox"/> OtP finalizes report
Feb – May	<input type="checkbox"/> ERC/IRC site visit	<input type="checkbox"/> Unit hosts visit
Four weeks after ERC/IRC site visit	<input type="checkbox"/> Draft ERC/IRC report uploaded to department/program SharePoint	<input type="checkbox"/> OtP uploads report

Two weeks after ERC/IRC report	<input type="checkbox"/> ERC/IRC report corrections of fact completed by unit in SharePoint	<input type="checkbox"/> Unit completes track changes in SharePoint
Two weeks after corrections	<input type="checkbox"/> ERC/IRC report finalized by OtP	<input type="checkbox"/> OtP uploads final report to SharePoint
Upon completion of final ERC/IRC report	<input type="checkbox"/> Associate dean meets with OtP to discuss unit goals	<input type="checkbox"/> OtP sets up meeting <input type="checkbox"/> Associate dean attends meeting
June - Dec	<input type="checkbox"/> Associate dean works with unit leadership to draft the goal setting and implementation plan <input type="checkbox"/> Plan is submitted to school/college dean for review and approval.	<input type="checkbox"/> Associate dean drafts plan <input type="checkbox"/> Dean approves plan
Dec. 15	<input type="checkbox"/> Associate dean uploads the Goal Setting and Implementation Plan to department/program SharePoint for OtP review	<input type="checkbox"/> Associate dean uploads dean approved plan
Dec	<input type="checkbox"/> OtP reviews and finalizes plan	<input type="checkbox"/> OtP uploads final plan to SharePoint
Following decennial program review	<input type="checkbox"/> Student achievement goals (SAGs) and program learning outcomes (PLOs) are integrated into annual assessment <input type="checkbox"/> Other goals integrated into school or college strategic plan or other internal accountability process	<input type="checkbox"/> Unit pre-populates annual assessment templates/integrates SAGs and PLOs <input type="checkbox"/> Dean ensures integration of goals