

## Program Review Printable Checklist:

Date:	Activity:	Responsible Party:
Jan. 22	<input type="checkbox"/> Program review notification sent to units <input type="checkbox"/> Request to update program review contacts and permission sent to units	<ul style="list-style-type: none"> <li>• OtP sends notification and request</li> <li>• Unit completes request</li> </ul>
Feb. 16	<input type="checkbox"/> Link to Self-Study Guidance Document sent to units <input type="checkbox"/> Link to Self-Study Informational Form sent to units <input type="checkbox"/> Link to standard data sets and dashboard in SharePoint sent to units	<ul style="list-style-type: none"> <li>• OtP sends link</li> <li>• Unit completes forms and accesses data</li> </ul>
Feb. 16 – Mar. 17	<input type="checkbox"/> Units attend data meeting with OtP to review standard data sets and dashboard	<ul style="list-style-type: none"> <li>• OtP convenes meeting</li> <li>Unit attends</li> </ul>
Mar. 1	<input type="checkbox"/> Link to External or Internal Review Committee (ERC/IRC) Member Selection Guidance Document sent to units	<ul style="list-style-type: none"> <li>• OtP sends link</li> </ul>
Mar. 1- Apr. 15	<input type="checkbox"/> Units identify potential ERC/IRC members using the External Review Committee Member Identification Qualtrics Survey	<ul style="list-style-type: none"> <li>• Unit completes survey</li> </ul>
Apr. 15- May 30	<input type="checkbox"/> OtP and units select 3 ERC/IRC members <input type="checkbox"/> OtP and units confirm site-visit dates for winter/spring terms of the following year <input type="checkbox"/> ERC/IRC members finalized and site-visit schedule uploaded to department/program SharePoint	<ul style="list-style-type: none"> <li>• OtP and unit coordinate</li> </ul>
Dec. 5	<input type="checkbox"/> Self-Study submitted to unit Dean	<ul style="list-style-type: none"> <li>• Unit submits to dean</li> </ul>
Dec. 15	<input type="checkbox"/> Self-Study uploaded to department/program SharePoint <input type="checkbox"/> Self-Study Informational Form uploaded to department/program SharePoint	<ul style="list-style-type: none"> <li>• Unit submits to SharePoint</li> </ul>
Jan. 15	<input type="checkbox"/> Implementation Plan Guidance Document sent to units	<ul style="list-style-type: none"> <li>• OtP sends guidance</li> </ul>

## Program Review Printable Checklist:

Jan. 15 – Jun. 1	<input type="checkbox"/> ERC/IRC site visits	• Unit hosts visits
Four weeks after ERC/IRC site visit	<input type="checkbox"/> ERC/IRC report uploaded to department/program SharePoint	• OtP uploads report
2 weeks after ERC/IRC report	<input type="checkbox"/> Unit submits ERC/IRC report with any corrections of fact done in track changes to department/program SharePoint	• Unit uploads response
2 weeks after corrections	<input type="checkbox"/> OtP reviews and uploads final report to SharePoint	• OtP uploads final
Sept. 15	<input type="checkbox"/> Dean or designee uploads the “Goal Setting and Implementation Plan” to department/program SharePoint	• Unit uploads plan
Following submission	<input type="checkbox"/> OtP reviews and finalizes “Goal Setting and Implementation Plan” – this may include revisions in consultation with dean or designee and unit.	• OtP schedules meeting with unit as needed
Oct. 15	<input type="checkbox"/> Unit Goal Setting and Implementation Plan” uploaded to department/program SharePoint	• Unit uploads final plan