Program Review Printable Checklist:

Date:	Activity:	Responsible Party:
Jan. 22	☐ Program review notification sent to units ☐ Request to update program review contacts and permission sent to units	• OtP sends notification and request • Unit completes request
Feb. 16	☐ Link to Self-Study Guidance Document sent to units ☐ Link to Self-Study Informational Form sent to units ☐ Link to standard data sets and dashboard in SharePoint sent to units	• OtP sends link • Unit completes forms and accesses data
Feb. 16 – Mar. 17	☐ Units attend data meeting with OtP to review standard data sets and dashboard	• OtP convenes meeting Unit attends
Mar. 1	☐ Link to External or Internal Review Committee (ERC/IRC) Member Selection Guidance Document sent to units	• OtP sends link
Mar. 1- Apr. 15	☐ Units identify potential ERC/IRC members using the External Review Committee Member Identification Qualtrics Survey	• Unit completes survey
Apr. 15- May 30	☐ OtP and units select 3 ERC/IRC members ☐ OtP and units confirm site-visit dates for winter/spring terms of the following year ☐ ERC/IRC members finalized and site-visit schedule uploaded to department/program SharePoint	• OtP and unit coordinate
Dec. 5	☐ Self-Study submitted to unit Dean	• Unit submits to dean
Dec. 15	☐ Self-Study uploaded to department/program SharePoint ☐ Self-Study Informational Form uploaded to department/program SharePoint	• Unit submits to SharePoint
Jan. 15	☐ Implementation Plan Guidance Document sent to units	• OtP sends guidance

Program Review Printable Checklist:

Jan. 15 – Jun. 1	☐ ERC/IRC site visits	• Unit hosts visits
Four weeks after ERC/IRC site visit	☐ ERC/IRC report uploaded to department/program SharePoint	• OtP uploads report
2 weeks after ERC/IRC report	☐ 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	☐ OtP reviews and uploads final report to SharePoint	• OtP uploads final
Nov. 1	☐ Dean or designee uploads the "Goal Setting and Implementation Plan" to department/program SharePoint	• Unit uploads plan
Following submission	☐ 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
Dec. 15	☐ Unit Goal Setting and Implementation Plan" uploaded to department/program SharePoint	• Unit uploads final plan