Decennial Program Review Process
Printable Checklist

Date:	Activity:	Responsible Party:
Jan.	❑ Unit receives decennial program review notification email ❑ Unit receives request to update contacts	❑ OtP sends notification ❑ Unit completes request
Feb.	❑ Unit attends decennial program review workshops	❑ OtP convenes workshop ❑ unit attends
Feb. 28	❑ Standard data sets available in unit SharePoint	❑ IR uploads data sets ❑ Unit accesses SharePoint as needed
Mar. 19	❑ Unit submits external/internal review committee (ERC/IRC) member identification Qualtrics survey ❑ Units submits survey to request library data	❑ Units submits survey ❑ Unit submits survey
Mar. – Dec.	❑ OtP confirms ERC/IRC committee ❑ OtP and unit confirm site-visit dates for winter/spring of the following year ❑ OtP and unit complete visit schedule	❑ OtP and unit coordinate
Jun. 1	❑ Library data uploaded to SharePoint	❑ Library uploads data ❑ Unit accesses SharePoint as needed
Dec. 5	❑ Self-study submitted to unit dean ❑ Unit completes self-study informational form Qualtrics Survey	❑ Unit submits to dean ❑ Unit completes form
Dec. 5 – Dec. 15	❑ Dean or divisional dean reviews self-study for quality control, completeness and unit alignment with institutional priorities	❑ Dean or divisional dean completes review
Dec. 15	❑ Self-study uploaded to department/program SharePoint by dean or designee ❑ Self-study informational form uploaded to department/program SharePoint by OtP	❑ Dean or designee submits to SharePoint ❑ OtP uploads to SharePoint

Feb – May	❑ ERC/IRC site visit	❑ Unit hosts visit
Four weeks after ERC/IRC site visit	❑ Draft ERC/IRC report uploaded to department/program SharePoint	❑ OtP uploads report
Two weeks after ERC/IRC report	❑ ERC/IRC report corrections of fact completed by unit in SharePoint	❑ Unit completes track changes in SharePoint
Two weeks after corrections	❑ ERC/IRC report finalized by OtP	❑ OtP uploads final report to SharePoint
Upon completion of final ERC/IRC report	❑ Dean or designee meets with OtP to discuss unit goals	❑ OtP sets up meeting ❑ Dean attends meeting
Nov. 1	❑ Draft goal setting and implementation plan uploaded to department/program SharePoint	❑ Dean or designee uploads plan
Following submission Goal Setting and Implementation Plan	❑ OtP reviews and finalizes plan in collaboration with the dean or designee	❑ OtP coordinates with unit as needed
Dec. 15	❑ Final goal setting and implementation plan uploaded to department/program SharePoint	❑ OtP uploads final plan
Following decennial program review	❑ Student learning goals, student achievement goals and program learning outcomes are pre-populated in annual assessment templates ❑ Other goals integrated into school or college strategic plan or other internal accountability process	❑ OtP pre-populates templates ❑ Dean ensures integration of goals