# Comprehensive Review Process Flowchart And Timelines

## AD Identifies PRL And Informs PQT

PRC confirms new ADs/PRLs

April - July – Task

## Orientation Session

PRT hold Orientation Session for ADs and PRLs

September – Meeting

## Faculty Stakeholder Consultation Session

PRT collaborates Curriculum Committee to complete Self Reflective Exercise (Focus on Curriculum Design and Learning Outcomes) AND hold Faculty Stakeholder Consultation Session (CDS to schedule)

3 Hours – Faculty Stakeholder

Fall Term – Meeting

## Environment Scan Data And Stakeholder Consultation Sessions

PRLs and Institutional Research present Environment Scan Data for Faculty (2 Hours for Faculty)

January – March – Meeting

AND

PRLs consult PRT to schedule Stakeholder Consultation Sessions

Fall Tem

2 Hours – Student Stakeholder – Meeting

2 Hours – Industry Stakeholder – Meeting

## Non-Academic Stakeholder Consultation Session

Combined Non-Academic Stakeholder Consultation Session and IR presents Data

Fall Term – Meeting

## Analysis Workshops

PRT holds Analysis Workshops (2 Sessions)

Session 1 – Curriculum Design and the Data

Session 2 – Strengths, Challenges, Potentials

Session Facilitated by CDS

March – April – Meeting

3 Hours for Faculty

## 1st Draft Report

PRLs/Report Writers prepare 1st Draft Report using template

April – May – Task and Needs Follow up

## 1st Draft Report to Curriculum Team

PRLs presents 1st Draft Report to Curriculum Team (Curriculum Committee to schedule)

(PRT and ADs to be included)

May – Task and Needs Follow up

## PRLs and PRT Review 1st Draft Report

May – June – Task and Needs Follow up

## Review of 1st Draft Report by Non-Academic Stakeholder Team

May – June – Task and Needs Follow up

## Final Report submitted to AD and Dean for approval

May – July – Task and Needs Follow up

## AD/Dean submits Final Report to PAC for approval

July – August – Task and Needs Follow up

## Dean Submits Final Report to PQT

July – August – Needs Follow up

## Final Report submitted to External Verifiers by PQT

July – August

## Final Report submitted to VPA by PQT

July – August

## VPA schedules meetings to review the Final Report

September – October – Meeting

## Start of Annual Review Process

## Abbreviations

PQT – Program Quality Team

PRT – Program Review Team (CDS and PQT)

PRC – Program Review Coordinator

PRL – Program Review Lead (Academic)

IR – Institutional Research

CDS – Curriculum Design Specialist

AD – Associate Dean

PAC – Program Advisory Committee

VPA – Vice President Academic

## Legend Program Review

|  |  |  |
| --- | --- | --- |
| Symbol | Count | Description |
| Calendar | 8 | Meeting |
| Red Flag | 7 | Needs follow up |
| Column | 2 | 5 ruled column |
| Clip boards | 7 | Task |