

**Academic Program Review**

<b>Academic Program Review Timeline for ACCREDITED Programs 2008–10 Cycle</b>		
Target Date for Completion	Activity for Accredited–Programs	Responsible Party(s)
<b>YEAR ONE 2008–09</b>		
<b>INITIATION PHASE</b>		
July–Sept	Dates for programs scheduled for external accreditation review are confirmed by Academic Programs Office. Coordination of internal and external review is established.	Vice Provost
<i>September 22, 2008</i>	<i>Fall term classes begin</i>	
Week of October 6	Program review workshops by college (CAFES, CLA, CSM, COE)	Academic Programs Office, College Deans, Associate Deans, Department Head/Chair, faculty involved with program review
By Oct. 24	The <a href="#"><i>Internal Reviewer Nomination</i></a> form completed by the department is submitted electronically to the Academic Programs Office for approval by the Dean and Vice Provost. <i>Note: Program notifies Academic Programs Office of external site visit team assigned by accrediting body.</i>	Dept. Head/Chair
By Oct. 24	Dept. Head/Chair meets with representative from Academic Programs Office to share outline of accreditation self–study report and review internal requirements for report. A form for meeting institutional self–study requirements is completed and submitted to the Academic Programs Office.	Dept. Head/Chair, Academic Programs Office
During week of Oct. 27	Internal reviewer nominees and separate institutional self–study report requirements are reviewed and approved by Dean and Vice Provost.	College Dean, Vice Provost
During week of November 3	Academic Senate Executive Committee reviews and approves the nominations for internal reviewers received from the Academic Programs Office.	Academic Senate Executive Committee, Academic Programs Office
During week of November 10	Departments are notified by the Academic Programs Office of approval of internal reviewer nominees and internal requirements for self–study report.	Academic Programs Office
<i>November 11, 2008</i>	<i>Veteran's Day Observed</i>	
<i>November 26–30, 2008</i>	<i>Thanksgiving Holiday</i>	
December	Data packet supplied by IP&A and Academic Programs Office, if deemed necessary.	Academic Programs Office
By mid–December	Appointment of external/internal review team members is finalized. Academic Programs Office is notified. Timetable for review process is finalized with Academic Programs Office.	Dept. Head/Chair, Academic Program Office
<i>December 13, 2008</i>	<i>End of fall term</i>	
<b>SELF–STUDY PHASE</b>		
As specified by accrediting agency	Program conducts self–study and compiles report for accrediting agency (with possible separate institutional requirements).	Dept. faculty

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<i>January 19, 2009</i>	<i>Martin Luther King, Jr. Birthday Observed</i>	
<i>January 5, 2009</i>	<i>Winter term classes begin.</i>	
<i>February 16, 2009</i>	<i>George Washington's Birthday Observed</i>	
<i>March 23, 2009</i>	<i>End of winter term</i>	
<i>March 30, 2009</i>	<i>Spring term classes begin.</i>	
<i>March 31, 2009</i>	<i>Cesar Chavez's Birthday Observed</i>	
	<b>DRAFT REPORT FINALIZED</b>	
In a timely fashion to meet accrediting agency deadlines	Draft self-study report reviewed by Vice Provost for accuracy of university-related information.	Dept. Head/Chair
<i>May 25, 2009</i>	<i>Memorial Day Observed</i>	
<i>June 13–14, 2009</i>	<i>End of spring term – commencement</i>	
<b>YEAR TWO 2009–10</b>	<b>SITE VISIT PHASE</b>	
<i>September 22, 2009</i>	<i>Fall term classes begin</i>	
As specified by accrediting agency	1–2 day site visit is scheduled by Dept. Head/Chair in consultation with Academic Programs Office for entrance and exit meetings with the Provost and the Vice Provost.	Dept. Head/Chair
Prior to site visit	Department to provide an electronic copy of the final site visit itinerary to the Academic Programs office one week prior to the site visit.	Dept. Head/Chair
As specified by accrediting agency	1–2 day site visit conducted by Review team.	Dept. Head/Chair
<i>November 9, 2009</i>	<i>Veteran's Day</i>	
<i>November 25–29, 2009</i>	<i>Thanksgiving Holiday</i>	
Within 3 weeks of site visit	Internal reviewer submits draft review report to Vice Provost. Academic Programs Office distributes draft report to Dean and Dept. Head/Chair.	Review Team, Vice Provost
Within 10 days of receipt of draft	Review of report for errors of fact or significant omissions is conducted by Dept. and Academic Programs Office is notified of errors. Internal reviewer is contacted.	Dept. Head/Chair
Within 45 days of site visit for internal reviewer; as specified by accrediting agency for external	Vice Provost obtains a final version of the report from the internal reviewer for distribution to Dept. Head/Chair and College Dean. Academic Programs Office receives a copy of the accreditation team report from Dept. Head/Chair.	Internal reviewer, Vice Provost, Dept. Head/Chair
<i>December 12, 2009</i>	<i>End of fall term</i>	
	<b>ACTION PLAN PHASE</b>	
<i>January 4, 2010</i>	<i>Winter term classes begin.</i>	
<i>January 18, 2010</i>	<i>Martin Luther King, Jr. Birthday Observed</i>	
Depending on date of accrediting team response	Working meeting is scheduled by Academic Programs Office and held to discuss report and outline an action plan for program improvement (Action plan preparation meeting).	Action Plan Preparation Meeting attendees: Dept. Head/Chair, Dept. faculty, Dean, Associate Dean, Vice Provost
<i>February 15, 2010</i>	<i>George Washington's Birthday Observed</i>	

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Within 30 days of action plan preparation meeting	Final action plan is submitted to College Dean and Vice Provost	Dept. Head/Chair
<i>March 22, 2010</i>	<i>End of winter term</i>	
<i>March 29, 2010</i>	<i>Spring term classes begin.</i>	
<i>March 31, 2010</i>	<i>Cesar Chavez's Birthday Observed</i>	
Before the end of spring quarter	Academic Programs Office may schedule a meeting with the Provost, Dept faculty, College Dean, Vice Provost for adoption of the action plan (Action Plan Adoption meeting).	Action Plan Adoption Meeting: Dept. Head/Chair, Dept. faculty, Dean, Associate Dean, Vice Provost and Provost
<i>May 31, 2010</i>	<i>Memorial Day Observed</i>	
<i>June 12–13, 2010</i>	<i>End of spring term – commencement</i>	
<b>YEAR FOUR 2011–12</b>	<b>PROGRESS REPORT ON ACTION PLAN</b>	
Fall quarter	Dept. Head/Chair submits progress report on implementation of action plan and resulting outcomes to College Dean and Academic Programs Office. If deemed necessary by Dean and/or Vice Provost, an annual progress report may be required.	Dept. Head/Chair
Fall quarter	Dean and Vice Provost provides feedback on progress report to Dept. Head/Chair	Vice Provost