

Academic Program Review

Academic Program Review Timeline for NON-ACCREDITED Programs 2008–10 Cycle		
Target Date for Completion	Activity for Non-accredited programs	Responsible Party(s)
YEAR ONE 2008–09		
INITIATION PHASE		
July–September	Programs scheduled for review are announced. Timetable for review is set.	Vice Provost and Associate Vice Provost in consultation with Dean and Department Head/Chair
<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 October 24	The <u><i>Internal and External Reviewer Nomination</i></u> forms completed by the department is submitted electronically to the Academic Programs Office for approval by the Dean and Vice Provost.	Dept. Head/Chair
By October 24	The <u><i>Self-study Issue Proposal</i></u> form is submitted electronically by the department to the Academic Programs Office. Final approval of the self-study theme is negotiated by the Dean and Vice Provost.	Dept. Head/Chair
During the week of October 27	Dean meets with Vice Provost and Associate Vice Provost to review nominations for internal and external reviewers and self-study issue proposals for all programs in the college undergoing review.	Dean, Vice Provost
During week of November 3	Academic Senate Executive Committee reviews the nominations for internal reviewers received from the Academic Programs Office. Programs are notified by the Academic Programs Office when final approval is received.	Academic Senate Executive Committee, Academic Programs Office
During week of November 10	Departments are notified by the Academic Programs Office of approval of reviewer nominees and themes. Department Head/Chair recruits external reviewers.	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 the Academic Programs Office.	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 Programs Office
<i>December 13, 2008</i>	<i>End of fall term</i>	
SELF-STUDY PHASE		
January – May	Program conducts self-study and compiles report. Draft self-study report submitted to the Dean's office and Academic Programs Office.	Self-Study Chair and/or Dept. Head/Chair
<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>	

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<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>	
	DRAFT REPORT FINALIZED	
May	Draft Report reviewed by Vice Provost for accuracy of university-related information.	Vice Provost
By the end of spring quarter	If author of self-study report is unavailable over summer, the draft must be finalized by the end of spring term.	
By the end of summer quarter	Self-study report is finalized. The report is sent to Review Team by the Academic Programs Office one month prior to scheduled site visit.	
<i>May 25, 2009</i>	<i>Memorial Day Observed</i>	
<i>June 13-14, 2009</i>	<i>End of spring term - commencement</i>	
YEAR TWO 2009-10	SITE VISIT PHASE	
July-September	1-2 day site visit is scheduled by Dept. Head/Chair in consultation with Dean's Office and the Academic Programs Office. (Contact the Academic Programs Office to calendar the entrance and exit meetings with the Academic Affairs administrators.)	Dept. Head/Chair, Dean's office, Academic Programs Office
<i>September 22, 2009</i>	<i>Fall term classes begin</i>	
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
October-November	1-2 day site visit conducted by Review Team.	Dept. Head,/Chair serves as host
<i>November 9, 2009</i>	<i>Veteran's Day</i>	
<i>November 25-29, 2009</i>	<i>Thanksgiving Holiday</i>	
Within 3 weeks of visit	Review Team 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 draft report for errors of fact or significant omissions is conducted by the Department and the Dean's office; then the Academic Programs Office is notified of errors. Review Team is contacted by Academic Programs Office.	Dept. Head/Chair
Within 45 days from site visit	Vice Provost obtains a final electronic version of the report from the review team for distribution to Dept. Head/Chair and College Dean. Departmental Action Plan development begins.	Review Team, VP
<i>December 12, 2009</i>	<i>End of fall term</i>	
	ACTION PLAN PHASE	
<i>January 4, 2010</i>	<i>Winter term classes begin.</i>	
<i>January 18, 2010</i>	<i>Martin Luther King, Jr. Birthday Observed</i>	

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January-February (Within 60 days of site visit)	Action Plan Draft is submitted to Dean's office and Academic Programs Office. A working meeting is scheduled by the Academic Programs Office and held to discuss action plan for program improvement with entire department (Action plan preparation meeting).	Action Plan Preparation Meeting attendees: Dept. Head/Chair, Dept. faculty, Dean, Associate Dean, Vice Provost and when necessary, the Provost
<i>February 15, 2010</i>	<i>George Washington's Birthday Observed</i>	
March (Within 90 days of visit)	Final action plan is submitted to College Dean and VP	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>	
April-May	Academic Programs may schedule a meeting with the Provost, Dept faculty, College Dean, Vice Provost and Associate Vice Provost for adoption of the action plan (Action Plan Adoption meeting). When no meeting is necessary, department is notified of approval of action plan by Dean and Vice Provost.	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>	
YEAR FOUR 2011-12	PROGRESS REPORT ON ACTION PLAN	
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 provide feedback on progress report to Dept. Head/Chair.	Vice Provost