



HLC Accreditation 2016-2017

Evidence Document

Academic Affairs

Office of Assessment

Program Review: Annual Timeline

Additional information:

Program Review: Annual Timeline

Each academic program is reviewed on a 3-year cycle and the entire process takes approximately one year to complete. Involved in the review are the department (faculty and chair), the college deans, dean of the Graduate School (for graduate programs), the University Program Review Committee, and the Provost and Senior Vice President. The steps and amount of time allocated to each are described below.

On an 8-year cycle the Provost and Senior Vice President reports on each degree program to the Kansas Board of Regents using criteria established by the Board.

<i>November</i>	Deans/chairs receive data describing the academic units from the Office of Planning and Analysis and other information regarding the Program Review process.
<i>November</i>	Academic units begin self-study process. Workshop for chairs and assessment coordinators will be conducted. Requests for assessment funds can be made and are due by March 1.
<i>April 1</i>	Each academic unit submits to the college dean (and Graduate dean as appropriate) a narrative reflecting results of the self-study utilizing a standard template.
<i>April/May</i>	Deans review materials and conduct follow-up discussions with the academic unit.
<i>May 30</i>	Academic deans and the Graduate dean submit the self-studies to the Provost and Senior Vice President.
<i>Aug-Sept</i>	The University Program Review committee conducts its review and prepares its evaluations.
<i>Mid Sept</i>	The deans and academic units receive the committee's reports.
<i>Sept-Oct</i>	The University Program Review committee meets with academic units and college deans as appropriate.
<i>November 1</i>	The University committee submits its final reports to the Provost and Senior Vice President.
<i>Nov – February 15</i>	The Office of Academic Affairs completes evaluations of programs scheduled (on an 8-year cycle) for review by the Board of Regents. These are submitted by February 15 th .
<i>May</i>	Official review and comment by the Board of Regents.