

2018-19 Program Review Timeline

Timeframe	Activity	Responsibility
Programs	Health & Human Performance (BS & MS), Psychological Science (BA/BS), Political Science (BA/BS), Liberal Arts (AS), English (BA/BS & MA) and Industrial-Organizational Psychology (MSIO)	
March 2018	Attend APSU Program Review Orientation	VP/AVPAA , Dean, Chair, PR Team Lead*
April 2018	Lead an organizational meeting with departments to begin self-study process	Dean
April 2018	Begin self-study process	PR Team Lead
Pre-Semester Week August, 2018	Lead a program meeting to discuss program data	PR Team Lead and Program Faculty
August 13, 2018	Program Review Orientation workshop	VP/AVPAA
August 17, 2018	Submit data request to DSIR for needed data not provided on the DSIR web site**	PR Team Lead
September 17, 2018	Send reminder to PR team lead, Chairs & Deans regarding APSU self-study template	VP/AVPAA
October 2018	Attend APSU Academic Audit presentations from 2017-2018 cohort	VP/AVPAA Dean, Chair, PR Team Lead
November 9, 2018	Submit recommendations by each self-study team for reviewers (2) with CVs & preferred Program Review team site visit date to Quality Assurance Coordinator	PR Team Lead
November 16, 2018	Submit draft of self-study to Chair for review and feedback	PR Team Lead
November 29, 2018	Return draft to PR Team Lead with suggestions for revision	Chair
December 3-13, 2018	Incorporate Chair feedback and revisions, reaching consensus with Chair	PR Team Lead & Chair
December 14, 2018	Submit revised draft to Chair for signature on or prior to Dec. 14	PR Team Lead
December 17, 2018	Submit revised draft with Chairs' signature to Dean for review and feedback; for graduate programs being audited, a revised draft also submitted to the Dean of College of Graduate Studies	PR Team Lead
January 4, 2019	Return draft with suggestions for revision to the PR Team Lead; Dean of College of Graduate Studies returns draft with feedback to graduate program	Dean & Graduate Dean
January 7-9, 2019	Incorporate Dean's feedback and revisions, reaching consensus with Deans	PR Team Lead & Dean, Graduate Dean
January 10, 2019	Submit revised draft to Dean for signature on or prior to Jan. 10	PR Team Lead
January 11, 2019	Submit revised draft of self-study with Chair and Dean signatures to VP/AVPAA for review and feedback	PR Team Lead
January 9-11, 2019	Finalize On-site Visit Team schedule and hotel reservations	PR Team Lead

January 15, 2019	Return report with suggestions for revision to the PR Team Lead	VP/AVPAA
January 15-17, 2019	Incorporate VP/AVPAA feedback and revisions, reaching consensus with VP/AVPAA	PR Team Lead & VP/AVPAA
January 18, 2019	Submit final report to VP/AVPAA for signature on or prior to Jan. 18	PR Team Lead
January 18, 2019	Submit final self-study to Provost for review with Chair, Dean, and VP/AVPAA signatures***	VP/AVPAA
January 25, 2019	Return final self-study with Provost signature to PR Team Lead	Provost
January 25, 2019	Submit final self-study, on-site visit schedule, and hotel reservations to Quality Assurance Coordinator for distribution to External Reviewers	PR Team Lead
January 28, 2019	Schedule rooms and send Outlook meeting invitations to Dean, VP/AVPAA, and others who should attend the orientation, administration and exit meetings.	Quality Assurance Coordinator
January 28, 2019	Submit to External Reviewer(s) the final self-study, THEC rubric, on-site visit schedule, and hotel reservations	Quality Assurance Coordinator
February 2019	Host a Pre-Site Visit prep meeting with deans, department chairs, and PR Team Lead	Chairs, PR Team Leads, Deans, Graduate Dean, QA Coordinator VP/AVPAA
March 11-April 19, 2019	Site visits for all programs	Chair and PR Team Lead
Within 30 calendar days after site visit	Obtain written report from reviewers	Quality Assurance Coordinator
Within 1 week of receiving all written reports from reviewers	Submit signed rubrics, reviewers' narrative reports and CVs of reviewers to THEC staff	Quality Assurance Coordinator
Within 2 Weeks after receiving written report from reviewers	Discuss preliminary observations concerning the program, criteria ratings, and recommendations for improvement during exit meeting	Chair, PR Team Lead, VP/AVPAA , Dean, Graduate Dean
September 3, 2019	Prepare written responses to the reviewer's report and ratings; the response should address the observations and recommendations in the reviewers' report and identify appropriate actions to be taken; submit to Dean and Quality Assurance Coordinator	Chair, PR Team Lead and Program Faculty
September 12, 2019 at 1:30 p.m.	Present response to PR report, rating and recommendations in a meeting with Academic Affairs administration in MUC Room 307.	Chair, PR Team Lead
Ongoing	Program improvement activities	Implemented by program

*PR Team Lead: Program Review Team Lead, faculty member of department leading the program audit

**www.apsu.edu/dsir/data

***PR Team Lead be available for discussion of report with Provost