

<b>2019-20 Program Review Timeline</b>		
<b>Timeframe</b>	<b>Activity</b>	<b>Responsibility</b>
<b>Programs</b>	<b>General Studies (BS), Physics (BS), Criminal Justice (BS), Computer Science &amp; Quantitative Methods (PSM/MS), Leadership (MSL), Engineering Technology (MS)</b>	
March 21, 2019	Attend APSU Program Review Orientation.	VP/AVPAA , IEA, Dean, Chair, PR Team Lead*
April 2019	Lead an organizational meeting with departments in the college to begin self-study process.	Dean
April 15, 2019	Identify PR Team Lead* and notify Quality Assurance Coordinator who is serving in the role.	Chair
April 2019	Begin self-study process.	PR Team Lead
Pre-Semester Week August 2019	Lead a program meeting to discuss program data.	Chair, PR Team Lead & Faculty
September 12, 2019 at 1:30 p.m.	Attend APSU Program Review presentations from 2018-2019 cohort.	VP/AVPAA, Dean, IEA, Chair, PR Team Lead
September 13, 2019	Submit data request to DSIR for needed data not provided on DSIR web site** on or prior to September 13.	PR Team Lead
September 13, 2019	Send reminder to PR team lead, Chairs & Deans regarding APSU self-study template.	Quality Assurance Coordinator
October 18, 2019	Submit recommendations by each self-study team for external (out of state) reviewers (2) with CVs, internal (APSU) reviewers (2) & preferred site visit date to Quality Assurance Coordinator. <i>(Site visits should be scheduled in February, March or April. Avoid the following blackout dates: 3/2/20-3/13/20, 4/06/20-4/10/20)</i>	PR Team Lead, Chair
November 1, 2019	Submit draft of self-study to Chair for review and feedback.	PR Team Lead
November 8, 2019	Return draft to PR Team Lead with suggestions for revision.	Chair
November 12 – 15, 2019	Incorporate Chair feedback and revisions, reaching consensus with Chair.	PR Team Lead & Chair
November 15, 2019	Submit revised draft to Chair for signature on or prior to November 15.	PR Team Lead
November 20, 2019	Submit draft with Chairs' signature to Dean for review and feedback; for graduate programs being reviewed, a revised draft is also submitted to the Dean of College of Graduate Studies.	Chair
December 6, 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
December 6 – 18, 2019	Incorporate Dean's feedback and revisions, reaching consensus with Deans.	PR Team Lead, Chair, & Dean, Graduate Dean
December 18, 2020	Submit revised draft to Dean for signature on or prior to December 18.	Chair
December 20, 2020	Finalize site visit itinerary and hotel reservations.	PR Team Lead
December 30, 2020	Submit revised draft of self-study with Chair and Dean signatures to IEA Director for review and feedback.	Dean

January 13, 2020	Return report with suggestions for revision to the PR Team Lead.	IEA Director
January 13, 2020	Submit on-site visit itinerary and hotel reservations to Quality Assurance Coordinator for distribution to External Reviewers on or prior to January 13.	PR Team Lead, Chair
January 14-17, 2020	Incorporate IEA feedback and revisions, reaching consensus with IEA.	PR Team Lead, Dean & IEA
January 17, 2020	Submit revised draft of self-study with Chair and Dean signatures to IEA Director for signature.	PR Team Lead
January 21, 2020	Submit final report to VP/AVPAA for review on or prior to January 21.	IEA Director
January 28, 2020	Return report with suggestions for revision to IEA Director.	VP/AVPAA
January 29–31, 2020	IEA returns report to incorporate VP/AVPAA feedback and revisions, reaching consensus with VP/AVPAA and IEA.	PR Team Lead & IEA Director
January 31, 2020	Submit revised draft of self-study with Chair, Dean and IEA signatures to VP/AVPAA for signature.	IEA Director
January 31, 2020	Schedule rooms and send Outlook meeting invitations to Dean, VP/AVPAA, and others who should attend the orientation, administration and exit meetings. Schedule Pre-Site Visit prep meetings on or prior to January 31. Schedule discussion meetings following site visits.	Quality Assurance Coordinator
February 3, 2020	Submit final self-study to Provost for review with Chair, Dean, and VP/AVPAA signatures****	VP/AVPAA
February 10, 2020	Approved self-study returns to departments with Provost signature.	Provost, VP/AVPAA, IEA Director, Quality Assurance Coordinator
One Month Prior to Scheduled Site Visit	Submit copies of the final self-study, THEC rubric, instructions for narrative report, on-site visit schedule, and hotel reservations to all reviewers.	Quality Assurance Coordinator
January/February 2020	Internal Reviewer Orientation with internal reviewer candidates.	Facilitator, IEA
January/February/ March 2020	Host a Pre-Site Visit prep meeting with deans, department chairs, PR Team Lead and program faculty.	Chairs, PR Team Leads, Deans, Graduate Dean, QA Coordinator, IEA Director, VP/AVPAA
January/February 2020	Internal Reviewer Orientation with internal reviewer candidates.	Facilitator, IEA
February/March/ April 2020	Site visits for all programs ( <i>Avoid the following blackout dates: 3/2/20-3/13/20, 4/06/20-4/10/20</i> ).	PR Team Lead, Chair, IEA
Within 30 calendar days after site visit	Obtain written report from reviewers.	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, IEA Director, Quality Assurance Coordinator

September 1, 2020	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
<i>September 2020****</i>	Present response to PR report, rating and recommendations (in a meeting with senior administration and deans).	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](http://www.apsu.edu/dsir/data)

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

\*\*\*\*Italicized dates are estimated dates