TIMELINE FOR PROGRAMS UNDERGOING PROGRAM REVIEW

FALL 2024

Date	Program Review Activity	Responsible Party
Summer 2024	Complete analysis for fall 2024 programs	RPIE
Friday, September 6 1:30-2:30 pm	Orientation for 7 Instructional Programs/Academic Support Services and 2 Student Support Services undergoing review	RPIE
Week of September 9	Support Programs: Identify program-specific data to incorporate into program review process	Lead Writer (with RPIE)
Week of September 9	Instructional Programs: Program Review template containing data (for Section I) distributed to Program Coordinators	RPIE
Friday, September 13 1:30-2:30 pm	Instructional Programs: Workshop on Data (Section I) • Requests for additional data due to RPIE	RPIE
Wednesday, September 18 2:00-3:00 pm	Workshop for Instructional Programs: Curriculum & Learning Outcomes Assessment (Sections II & III)	Curriculum Committee Chair, Learning Outcomes Coordinator
Friday, September 27 1:30-2:30 pm	Workshop: Program Plan, Resources, Program Highlights and Summary of Program Review (Section IV-VI and Cover Page)	RPIE
By Late September	Support Programs: Report containing data (for Section I) distributed to Lead Writer	RPIE
Monday, October 21	Share complete draft with faculty and staff affiliated with the program • 2 weeks for review and feedback (Oct 21-Nov 4)	Lead Writer
Monday, November 4	Forward complete report to Dean for feedback • 2 weeks for review and feedback (November 4-18)	Lead Writer
Monday, November 18	Complete Feedback Follow-up Form • Forward the **Word** and **Excel** files (including feedback) to: Lead Writer, VP of Academic/Student Affairs, Dean of RPIE, RPIE Admin Assistant • 3 weeks for review and Feedback (Nov 18-Dec 9, includes Thanksgiving recess)	Supervising Administrator
Week of December 9	Notification/completion letters sent to Program Coordinators (including cc to Dean, RPIE)	VPAA, VPSA
Monday, December 9	Collect feedback from fall 2024 participants (via survey)	RPIE
January 2025	Post completed fall 2024 reports on website	RPIE