



## Detailed Timeline: Seven Phases of Program Review: Two-Year Plan

		Year 1 Program Review			Year 2 Program Review			Year 3 Program Review			Year 4 Renewal Activities			Year 5 Renewal Activities			Year 6 Renewal Activities			Year 7 Renewal Activities			
		Spr	Fall	Win	Spr	Fall	Win	Spr	Fall	Win	Spr	Fall	Win	Spr	Fall	Win	Spr	Fall	Win	Spr	Fall	Win	Spr
<b>Planning Phase</b>	Nominate Lead/Co-Leads for PR – Notification to CTLI and Dean	D																					
	Preparation of Materials for Kick-Off Mtg	C																					
	Kickoff Meeting (Lead/Co-Leads, Dean, CTLI Lead, PR Team)	C																					
	Communication to Faculty and Staff Re Process, Upcoming Meetings, Input etc.	L																					
	Plan the Data Gathering Activities for next Academic Year, Question Construction etc.	L																					
<b>Data Gathering &amp; Analysis Phase</b>	Institutional Package Provided to Lead/Co-Chair		R																				
	Gather Feedback from Students: Survey/Focus Groups etc. (support of CTLI)		L	L																			
	Gather Feedback from Faculty: Surveys/Focus Groups etc. (support of CTLI)		L	L																			
	Gather Feedback from Alumni (support of CTLI)		L	L																			
	Gather Feedback from Employers/Program Advisory Group (support of CTLI)		L	L																			
	Consolidation of Data/Presentation Forms for Self-Study (support of CTLI)			L	L																		
	Analysis of Data, Discussion, and Input for Self-Study			T	T																		
<b>Self-Study Phase</b>	Orientation of PR Team to Components of Self-Study, Formats, Length, Answer Questions, Plan Next Steps			C																			
	Discuss Outline and Key Components of Self-Study (support of CTLI)			L																			
	Write Draft Version as a PR Team			L	L																		
	Share Draft Version with PR Team for Edits and Enhancements			T	T																		
	Final Draft – Submitted to Dean for Feedback				D																		
	Final Draft – Submitted to Director of CTLI for Feedback				C																		
	Final Version of Self-Study Incorporating Feedback - Submitted to Dean, CTLI -final version on internal website				L																		
<b>External Review Phase</b>	Nomination of External Review Team members, provided to Dean		T																				
	Invitation of Chosen External Review Team Members			D																			
	Organization of Visit/Booking Travel and Other Details of the External Review				C																		
	External Review Team Sent Self-Study and External Review Report Outline, Conducts Orientation with Team				C																		
	NIC Visit (f2f or virtual) – External Review Team Engages in Interest Group Meetings					E	E																
	External Review Team Writes and Submit External Review Report to Dean					E	E																
	Dean Receives External Review Report and Passes on to Program Review Team + CTLI					D	D																
<b>Final Report &amp; Action Plan Phase</b>	PR Team considers findings, self-study, external review, responses & with dean develops final report & action plan						T	T															
	Writing of Final Report and Action Plan						T	T															
	Final Version - Shared with Program Review Team						T	T															
	Near Final Version - Shared with Director, CTLI for Comments						C	C															
	Final Draft - Submitted to Dean for Feedback							L															
	Final Draft - Submitted to the Director, CTLI for Feedback							D															
	Final Version Incorporating Feedback sent to Dean and CTLI, Dean sends to VPA, VPA shared for info with Education Council and CTLI placement on NIC website							C															
<b>One-Year Follow-Up Phase</b>	Undertake Action Items as Planned							T	T	T	T												
	Writing of One-Year Follow-Up Report by Department												T										
	Final Draft – Submitted to Dean for Feedback													L									
	Final Version Incorporating Feedback Sent to Dean and CTLI – Meeting of all to discuss plans in next year														C								
<b>Ongoing Curriculum Renewal Phase</b>	Revisit Action Plan and Act Upon Outstanding Items								T	T	T												
	Gather Ongoing Feedback from Students									T			T			T			T				T
	Gather Ongoing Feedback from Faculty												T			T			T				T
	Gather Ongoing Feedback from Alumni									T					T					T			
	Gather Ongoing Feedback from Employers/Program Advisory Group									T					T					T			
	Gather Evidence of Program Learning Outcomes, Student Learning, Summarize										T			T			T			T			T
Update Teaching, Learning and Assessment Strategies												T			T			T			T		

T PR Team   
 C CTLI Lead   
 L PR Lead/Co-Lead   
 R Institutional Research   
 D Dean   
 E External Review Team