

One-Year Plan: Seven Phases of Curriculum Renewal and Program Review

	Phases	Year 1 Program Review			Year 2 Program Review			Year 3 Ongoing Renewal Activities			Year 4 Ongoing Renewal Activities			Year 5 Ongoing Renewal Activities			Year 6 Ongoing Renewal Activities			Year 7 Ongoing Renewal Activities			
		Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.
1	Planning Phase																						
2	Data Gathering and Analysis Phase																						
3	Self-Study Phase																						
4	External Review Phase																						
5	Final Report and Action Plan Phase																						
6	One-Year Follow-Up Report Phase																						
7	Ongoing Curriculum Renewal Phase																						

- 1. Planning Phase:** Choose Lead/Co-Leads for Program Review, Kick-Off Meeting, Communication to Faculty, Plan Data Gathering Activities, Write Questions and Surveys
- 2. Data Gathering and Analysis Phase:** Institutional Research Package Data, Gather Feedback from Students, Faculty, Alumni, Employers, Consolidate Data, Analyze Data
- 3. Self-Study Phase:** Faculty Orientation Meeting, Discuss Components, Write Draft Version, Share Draft Version with Faculty, Submit Final to Dean and CTLI to send to External Team
- 4. External Review Phase:** Nominate and Invite Reviewers, Organize Schedule, External Review Team On-Site or Virtual Visit, Write and Submit Report to Dean to Share with Faculty
- 5. Final Report and Action Phase:** Reflect on Self-Study, Data, and External Review Report, Write Final Report and Action Plan, Submit Final to Dean for Approval to VPA to EdCo for info
- 6. One-Year Follow-Up Report Phase:** Undertake Action Items, Discuss Progress with Faculty, Submit One-Year Follow-Up Report to Dean, Dean submits to VPA
- 7. Ongoing Curriculum Renewal Phase:** Undertake Ongoing Feedback Gathering from Students, Faculty, Alumni, Employers, Gather Learning Outcome Evidence, Do Action Plan Items

Note: • There are seven phases that are part of the Curriculum Renewal and Program Review process. This process repeats every seven years.
 • The first five phases of program review take about one academic year (~10 months) with a follow-up report a year later, at the end of Year 2.

Two-Year Plan: Seven Phases of Curriculum Renewal and Program Review

	Phases	Year 1 Program Review			Year 2 Program Review			Year 3 Program Review			Year 4 Ongoing Renewal Activities			Year 5 Ongoing Renewal Activities			Year 6 Ongoing Renewal Activities			Year 7 Ongoing Renewal Activities			
		Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.
1	Planning Phase																						
2	Data Gathering and Analysis Phase																						
3	Self-Study Phase																						
4	External Review Phase																						
5	Final Report and Action Plan Phase																						
6	One-Year Follow-Up Report Phase																						
7	Ongoing Curriculum Renewal Phase																						

- 1. Planning Phase:** Choose Lead/Co-Leads for Program Review, Kick-Off Meeting, Communication to Faculty, Plan Data Gathering Activities, Write Questions and Surveys
- 2. Data Gathering and Analysis Phase:** Institutional Research Package Data, Gather Feedback from Students, Faculty, Alumni, Employers, Consolidate Data, Analyze Data
- 3. Self-Study Phase:** Faculty Orientation Meeting, Discuss Components, Write Draft Version, Share Draft Version with Faculty, Submit Final to Dean and CTLI to send to External Team
- 4. External Review Phase:** Nominate and Invite Reviewers, Organize Schedule, External Review Team On-Site or Virtual Visit, Write and Submit Report to Dean to Share with Faculty
- 5. Final Report and Action Phase:** Reflect on Self-Study, Data, and External Review Report, Write Final Report and Action Plan, Submit Final to Dean for Approval to VPA to EdCo for info
- 6. One-Year Follow-Up Report Phase:** Undertake Action Items, Discuss Progress with Faculty, Submit One-Year Follow-Up Report to Dean, Dean submits to VPA
- 7. Ongoing Curriculum Renewal Phase:** Undertake Ongoing Feedback Gathering from Students, Faculty, Alumni, Employers, Gather Learning Outcome Evidence, Do Action Plan Items

Note: • There are seven phases that are part of the Curriculum Renewal and Program Review process. This process repeats every seven years.
 • The first five phases of program review can take place over two years. A year later there is a follow-up report due at end of Year 3.