

**Timeline for Academic Program Review
Table II**

The following steps detail the timeline for the production of the Academic Program Review report.

YEAR 1		
Step 1	Academic Program Review Committee (APRC) notifies Dean/Chair of Academic Program Review (APR) Timeline/Schedule/Process.	Late February
Step 2	Program identifies Faculty Lead Person and Committee for developing self-study.	Early March
Step 3	Institutional Research (IR) contacts Faculty Lead Person to review data supplied and processes.	Early March
Step 4	Academic program notifies APRC if external review is also being required by outside agency, i.e. Board of Registered Nursing, Matriculation, etc. APRC examines the content of the external review vis-à-vis the SWC program review process and notifies unit whether the external review will meet any portion of the SWC program review requirements.	Early March
Step 5	IR provides standard statistical information to programs.	March
Step 6	Program completes program review and report; secures signatures of Lead Faculty and Committee members; submits to Chair/Dean for signatures.	November
Step 7	Chair/Dean review report and returns it to Lead Faculty for revisions if necessary; makes comments and signs off on review; electronic copy is maintained in school office. <ul style="list-style-type: none"> • Attach Routing Slip to hard copy (See Appendix E) • Entire report is sent via email as one document to the APRC Chair. • Signed original of Executive Summary and the Summary Work Plan (Components VII & VIII) are sent to APRC Chair. 	Due Last Week of November
Step 8	APRC reviews report for accuracy, completeness, signatures; ensures that recommendations and statements on Executive Summary & Summary Work Plan (Components VII & VIII) are substantiated; may return report to unit for clarification.	December to Late February
Step 9	APRC Chair submits Components VII & VIII to the Vice President of Academic Affairs.	Late February
Step 10	Executive Summary & Summary Work Plan (Components VII & VIII) are presented to CLC by Vice President of Academic Affairs for inclusion in Budget Planning Process.	Late February
YEAR 2		
Step 11	Implementation of Summary Work Plan (Component VIII) continues with timelines, persons responsible, and outcomes noted.	August-May
YEAR 3		
Step 12	Evaluation of Program	January-February