**ROUTING SLIP**

**Academic Program Review**

**Program:**

**Date Submitted:**

**Lead Faculty:**

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| \_\_\_\_\_\_\_\_\_\_ 1. | Lead Faculty emails Academic Program Review (APR) to the Chair of the Academic Program Review Committee (APRC). |
| \_\_\_\_\_\_\_\_\_\_ 2. | Lead Faculty delivers/mails original signed hard copy of the Executive Summary (Component VII) along with this routing slip to the Chair of the APRC. |
| \_\_\_\_\_\_\_\_\_\_ 3. | Chair of the APRC emails a status update on all APRs to the Vice President for Academic Affairs. |
| \_\_\_\_\_\_\_\_\_\_ 4. | Chair of the APRC uploads APR to Blackboard. APRC members read and evaluate assigned APRs. |
| \_\_\_\_\_\_\_\_\_\_ 5. | APRC members email Reader Reports to the Chair of the APRC. |
| \_\_\_\_\_\_\_\_\_\_ 6. | Chair of the APRC sends Summary of Reader’s Reports to Lead Faculty and appropriate School Dean. |
| \_\_\_\_\_\_\_\_\_\_ 7. | APRC Reader Teams provide brief status updates of all APRs to other committee members at an APRC meeting. |
| \_\_\_\_\_\_\_\_\_\_ 8. | Co-Chairs of the Institutional Program Review Committee (IPRC) present APRs as an “Information Item” to the Southwestern College Governing Board. |
| \_\_\_\_\_\_\_\_\_\_ 9. | Faculty Co-Chair of the IPRC copies all APRs into Public Folders. |
| \_\_\_\_\_\_\_\_\_\_ 10. | Faculty Co-Chair of the IPRC prepares prioritization lists for Shared Consultation Council (SCC) Standing Committees. |