

Program Review Checklist
(http://www.weber.edu/Assessment/program_review.html)

Fall Semester (Semester 1)

October 1

- Members of the program faculty submit program review team recommendations to Dean.
- Members of the program faculty begin work on self-study.

November 1

- Dean advises program faculty of the final program review team.
- Program Review Team participation is confirmed.
- Program review calendar is developed and shared with review team.

November 15

- Self-study document is completed and submitted to Dean.
- 3 – 5 page executive summary is prepared and submitted to Dean.
- Any other relevant documents are collected and submitted to Dean.

December 15

- Academic Dean completes review of self-study documents and notifies program faculty of document status.

Spring Semester (Semester 2)

By January 30

Academic Dean and Chair contact the approved Program Review Team members:

- Participation confirmed
- Site visit dates and travel arrangements confirmed
- Self-study materials distributed
- Review team members are provided with an orientation to their role and responsibilities.

By March 15

- Evaluation team receives and reviews program review materials.
- On-campus visit is completed.
- Evaluation team evaluates the program.

By April 1

- Evaluation team completes and submits their report.
- Report is distributed to program faculty, copy to Academic Dean.

By April 15

- 2 – 3 page program faculty response to the Evaluation Team Report, submitted to Academic Dean. This must include an ‘action plan’ for any identified learning outcome/assessment/evidence shortcomings.
- Dean should also receive copies of the Evaluation Team report and the executive summary, if not already delivered.

By May 1

- Dean’s 1 – 2 page response is prepared and forwarded to the Program Faculty

By August 1

Following documents are forwarded to the Office of Academic Affairs:

- 3 – 5 page executive summary of the self-study
- Program Review Evaluation Team Report
- Program Faculty response
- Dean’s response

Fall Semester, following year (Semester 3)

By September 30

Program Review Standing Committee meets:

- Brief overview from program faculty on findings,
- Standing committee presents questions,
- × Makes recommendation to accept, or accept with modifications.

By October 30

Institutional response is written:

- Provost identifies the need for any interim reports and indicates the anticipated date of the next program review.
- × Institutional response is forwarded to Program Faculty and Academic Dean

By November 30

- Provost completes a summary document (inclusive of all completed program reviews and institutional responses) which is sent to WSU Board of Trustees.

By December 15

- Provost completes a summary document (inclusive of all completed program reviews and institutional responses) which is sent to the Utah Board of Regents.