Program Review Timeline and Responsibilities

Updated 6-9-2022

August 15

- OAA - Send guidance to deans to initiate the process
- Deans - Fill in forms with Program Review chairs and committee members (starting AY24, possibly AY23)
- Deans - Send guidance and materials to programs

Fall

- IR & Student Success - Collaborate on workshops about proactive and positive ways to think about and use the metrics
- Deans - Provide guidance and consultation to programs under review
- OAA - Update governance groups

Spring

- Deans - Assign Program Review committee service in workloads for next cycle

March 1

- Programs - Submit completed form to dean

April 1

- Deans - Send form with dean's input to programs for optional response, with a copy to uaa_oaa@alaska.edu

April 8

- Programs - Submit completed form to uaa_oaa@alaska.edu, with a copy to dean

April - May

- Provost - Meet with dean to discuss dean's Program Review observations, commendations & recommendations
- Provost - Complete provost response
- OAA - Distribute finalized forms to deans and programs, post on Program Review website, update Program Review schedule

Summer

- OAA - Prepare and submit Annual BOR Program Review Report
- OAA - Gather feedback on process and form, make any updates necessary
- OAA - Prepare customized forms for next cycle
- IR - Update data and prepare for next implementation cycle

August 1

- Provost - Official deadline for provost response
- IR - Finalize data for next cycle