Program Review Timeline and Responsibilities

Updated 8-2-2023

August - October

• OAA - Send guidance to deans to initiate the process
• Deans - Fill in forms with Program Review chairs and committee members
• 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

April 8

• Programs - Complete optional response section, or indicate on form that they do not intend to submit an optional response, and 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 - Prepare customized forms for next cycle
• IR - Update data and prepare for next implementation cycle

August 1

• Provost - Official deadline for provost response