**Curriculum Review/Program Review Worksheet (RCI) 2018**

| **Program Review Phase** | **Milestone/Task** | **Deliverable** | **Target completion date** | **Responsible lead** | **Contributing** | **Approving** | **Informed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Planning | Planning Meeting: Clarify roles & responsibilitiesDetermine sub-committeesDetermine schedule | Program Review Worksheet |  | Self-study Coordinator (SSC) | Self-study Team (SST)Inst. Dev. Consultant(IDC)AD | Associate Dean (School) (AD) | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Collect and analyze data for Curriculum Review | Data Collection Planning MeetingDetermine big questionsDetermine data collection methods | Updated program review worksheet |  | IDC | SSC, SST, Sub-committeesAD | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Conduct Surveys, as needed | Report(s) of compiled surveys |  | IDC | SST, SSC, Sub-committeesAD, Admin Staff | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Conduct Focus Groups, as needed | Report of responses |  | IDC | SST, SSC, Sub-committeesAD, Admin Staff | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Other data collection methods, such as large group facilitation, etc. | Other data collection methods as necessary |  | IDC | SST, SSC, Sub-committeesAD, Admin Staff, IR | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Analyze all data sourcesIdentify emerging themes/issues* Determine if any further data collection necessary
 | Issues and themes identified and documented |  | IDC | SSC, SST, Sub-committeesAD, | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Determine the scope of Curriculum Review  | Work with the SSC/AD to determine the scope of curriculum review that need to be included in the program reviewSeek the AD or Dean’s approval for the scope of curriculum review that need to be included in the program reviewWork with SSC to reschedule the rest of the program and curriculum review if needed | Dean’s approval on the scope of curriculum review that need to be included in the program reviewNew timelines and tasks/deliverables for both program review and curriculum review if needed  |  | IDC, SSC | IDC, SSC, AD | AD/ Dean | SST, VPA office |
| Prepare self-study report | Prepare Report Draft | Draft of report |  | SSC | SST, IDC, Sub-committeesAD, IMD,  | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Consult with Faculty & Staff | Updated report as needed |  | SSC | SST, IDC, Sub-committeesAD, | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Prepare Final draft | Final draft of Self-Study Report |  | SSC | SST, IDC, Sub-committeesAD, IMD | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Review Phase | Plan for the external review  | Establish dates & participants |  | SSC | SST, VP ACADEMIC, Manager(APQA), AD | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Submit self-study report to SQC SQC reviews findings with SST | Updated report as neededSQC Report |  | SSC | SST, AD, SQC, AD | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| SST submits self-study report to Dean (School) | Updated Self-study Report |  | SSC | AD | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Dean (School) submits self-study report to Dean(APQA) | Updated Self-study Report |  | Dean (School) | SSC, SST | Dean (School) | AD, SSC, Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Dean(APQA) submits report to ERT | Updated Self-study Report |  | Dean(APQA) | SSC, SST | Dean(APQA) | Dean (School), AD, SSC, Manager(APQA), VP ACADEMIC Office |
| Participate in ERT site visit | ERT Report |  | Dean(APQA) | SSC, SST, AD, Manager(APQA) | Dean(APQA) | Dean (School), AD, SC Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Final Reporting Phase | Receive, discuss, and respond to ERT report | Revise Self-study Report as neededDevelop Action Plan & Recommendations |  | SSC | SST, AD, Dean (School), IDC | AD | Dean (School), Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Complete final program review report | Complete Program Review Final Report |  | SSC | SST, AD, Dean (School), IDC, | Dean (School) | AD, Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| Submit final program review report to VP ACADEMIC Office via School Dean (School) & Dean(APQA) | Program Review Final Report |  | AD |  | Dean (School) | SSC, Manager(APQA),Dean(APQA), VP ACADEMIC Office |
| VP ACADEMIC Office notifies EdCo of outcome and recommendations of the review | Program Review Final Report |  | VP ACADEMIC |  | VP ACADEMIC | Dean (School), AD, SSC, Manager(APQA),Dean(APQA), VP ACADEMIC Office |