**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 & responsibilities  Determine sub-committees  Determine 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 Meeting  Determine big questions  Determine data collection methods | Updated program review worksheet |  | IDC | SSC, SST, Sub-committees  AD | AD | Dean (School), Manager(APQA),  Dean(APQA), VP ACADEMIC Office |
| Conduct Surveys, as needed | Report(s) of compiled surveys |  | IDC | SST, SSC, Sub-committees  AD, Admin Staff | AD | Dean (School), Manager(APQA),  Dean(APQA), VP ACADEMIC Office |
| Conduct Focus Groups, as needed | Report of responses |  | IDC | SST, SSC, Sub-committees  AD, 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-committees  AD, Admin Staff, IR | AD | Dean (School), Manager(APQA),  Dean(APQA), VP ACADEMIC Office |
| Analyze all data sources  Identify emerging themes/issues   * Determine if any further data collection necessary | Issues and themes identified and documented |  | IDC | SSC, SST, Sub-committees  AD, | 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 review  Seek the AD or Dean’s approval for the scope of curriculum review that need to be included in the program review  Work 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 review  New 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-committees  AD, IMD, | AD | Dean (School), Manager(APQA),  Dean(APQA), VP ACADEMIC Office |
| Consult with Faculty & Staff | Updated report as needed |  | SSC | SST, IDC, Sub-committees  AD, | AD | Dean (School), Manager(APQA),  Dean(APQA), VP ACADEMIC Office |
| Prepare Final draft | Final draft of Self-Study Report |  | SSC | SST, IDC, Sub-committees  AD, 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 needed  SQC 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 needed  Develop 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 |