

**Program Review - Appendix 1
Academic Program Review Timeline**

| Steps | Completion Date* |
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| Step 1 Provost Council identifies or reaffirms academic programs to be reviewed next year and informs faculty and administration of programs selected for review. | April 15 |
| Step 2 Data sets provided to the Deans. | August 15 |
| Step 3 Deans meet with selected program faculty to review Program Review process and to provide initial program data to faculty. | September 1 |
| Step 4 Deans meet with faculty in selected programs to discuss and review program data, documents, and progress. | October 15 |
| Step 5 <u><i>Final Program Review reports</i></u> submitted by Deans to Provost Council. | November 15 |
| Step 6 Provost Council meets to review all information on reviewed programs, <u><i>formulates key observations</i></u> and share observation with program faculty. | January 20 |
| Step 7 Deans and/or Provost <u><i>shares key observations</i></u> as well as any written responses from program faculty and other faculty regarding programs reviewed with the President, Senior Staff, Faculty Assembly and Council. All related materials related to the programs reviewed will be placed in the West Library and/or online so faculty can read and review materials. | February 25 or Faculty Assembly |
| Step 8 Provost and/or Deans <u><i>presents recommendations</i></u> and <u><i>supporting data</i></u> at the Faculty Assembly for discussion and feedback. | March Faculty Assembly |
| Step 9 President formulates final decisions regarding any program changes and informs the Academic Affairs Committee of the Board and Board of Trustees of the decisions. | April 5 & Spring Board Meeting |
| Step 10 President communicates decisions to all faculty, staff & administrators. | By April 15 |
| <i>If a program is eliminated, a letter and transition plan will be sent to SACS</i> | |
| Step 11 Each program reviewed develops an <u><i>Action Plan</i></u> to respond to Recommendations and submits to Provost Council. | September 30 |
| Step 12 Each program reviewed the previous year submits a <u><i>Status Report</i></u> annually until Action Plan has been completed as determined by Provost Council. | April 15 |

*1) Completion date means that the step should be completed no later than by the date indicated. Early completion is strongly recommended. If the completion date falls on a weekend or holiday, the item should be completed by the first subsequent regular day of the semester.