

Table: Seven-Year Program Review Cycle Activities

Year	Activities	Documents to be submitted
1	<ul style="list-style-type: none"> • Submit your Seven-Year Program Review Report by September 20 (Fall of Year 1) • Host an external reviewer site visit (Fall of Year 1) • Meet with the Program Review Team to discuss your Seven-Year Program Review Report and their response to the report (optional). • Based on your report findings and the Program Review’s team response identify several Key Questions to be included in the Action Plan for the next program review cycle. • Meet with the Provost, Dean of Curriculum and Educational Effectiveness, and Team Leader to discuss your program review findings and the draft of your Action Plan. • Hold a program review retreat to finalize your Action Plan (optional). • Submit your Action Plan and Multi-Year Assessment Plan to the Dean of Curriculum and Educational Effectiveness by August 15 (Summer of Year 1) • Celebrate the progress of your department. 	<ul style="list-style-type: none"> • Seven-Year Program Review Report • Action Plan • Multi-Year Assessment Plan • Executive Summary for the Executive Team (optional) • Retreat agenda, detailed minutes and all retreat receipts for reimbursement
2	<ul style="list-style-type: none"> • Assess student learning in relation to one of your PLOs. • Explore or begin exploring your Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
3	<ul style="list-style-type: none"> • Assess student learning in relation to one of your PLOs. • Explore your Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
4	<ul style="list-style-type: none"> • Assess student learning in relation to one of your PLOs. • Explore your Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
5	<ul style="list-style-type: none"> • Assess student learning in relation to your last PLOs. • Explore your last Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
6	<ul style="list-style-type: none"> • Assess student learning in relation to your last PLOs. • Explore your last Key Question(s). • Submit your Annual Assessment Update Report by September 15. 	<ul style="list-style-type: none"> • Annual Assessment Update Report
7	<ul style="list-style-type: none"> • Participate in your program review cohort meeting with the Dean of Curriculum and Educational Effectiveness at the beginning of the Fall semester. • Survey your alumni. • Conduct a student focus group study (optional). • Hold a program review report preparation retreat (optional). • Collaboratively prepare and write your Seven-Year Program Review Report. • Identify potential external reviewers for your program and submit the “External Reviewer Request and Authorization Form” to the Dean of Curriculum and Educational Effectiveness by April 1 (Spring of Year 7) 	<ul style="list-style-type: none"> • External Reviewer Request and Authorization Form • Retreat agenda, detailed minutes and all retreat receipts for reimbursement