



Academic Program Review Timeline

Stage I: Preparation

Ongoing:

- Annual reports include a review of department's assessment plan and actions taken to improve the program.
- Reports are reviewed annually by the VPAA and Director of Assessment.
- Follow up meetings may be scheduled with department chairs if there are questions or additional details needed.

Beginning of fall semester:

- Director of Assessment meets with the department chair to communicate timeline and expectations for the program review, especially the departmental self-study.
- Department chair ensures that all necessary data (e.g., course assignments related to program learning outcomes) are being collected.
- Departments or the Academic Dean may request that an external review be scheduled as part of the program review. If so, the department chair identifies a potential external reviewer(s) with approval from the Academic Dean. An external reviewer is preferably someone with expertise in the discipline and should represent an "aspirational" program. The ideal candidate is someone who understands a small, liberal arts context, but also provides a perspective that would challenge and benefit the department.

Stage II: Self-Study

By December or January:

- Department chair submits a self-study, following the guidelines developed for program self-studies ("Academic Self-Study Guidelines") to Assessment Committee and VPAA's Office.

Stage III: External Review (if requested)

By end of February:

- External reviewer meets with department faculty and other parties as needed. External reviews should be arranged to avoid travel expenses when possible. For example, meetings may be held remotely or in conjunction with a discipline-specific annual meeting that faculty attend already.
- External review provided to Assessment Committee and VPAA

Stage IV: Internal Review

March or April:

- Assessment Committee provides internal review of self-study. Internal review is focused on achievement of learning outcomes, efficiency, enrollment, and alignment with GC mission, vision and core values (as outlined in “Guiding Questions for Academic Program Peer Review”).
- Assessment Committee provides feedback report to VPAA’s Office, department chair, and external reviewer.

Stage V: Follow-up

Beginning of following fall semester:

- Department faculty propose an action plan in response to internal and external reviews.
- VPAA approves action plan or asks for revisions.
- Action plans folded into subsequent annual reports.