

ACADEMIC PROGRAM REVIEW PROCESS: YEAR 1, Fall of YEAR 2

Phase 1-3, Self Study & External Reviewer Site Visit, Planning for the IST

IDEAL TIMING	RESPONSIBLE PARTIES	DONE	ACTIVITIES	COMMENTS
MILE STONE: ORIENTATION TO APR				
Prior Spring	Dean, Faculty	<input type="checkbox"/>	Discuss Academic Program Review, Timing of Reviews, Reassignments	Deans and faculty discuss which programs will begin program review, who will lead the review, when it's best for faculty to take reassignment and plan for personnel to teach reassigned class.
Fall Week 3	Dean, Faculty	<input type="checkbox"/>	Attend APR Orientation, Identify PRC committee to assist PRC Lead with APR	Overview of APR and resources available, make appointments with APR coach, review handbook, timelines & website (www.lanecc.edu/academicprogramreview). Identify Program Review Committee (PRC) to work with the PRC lead, ID roles, responsibilities. PRC Lead carries out bulk of the work in collaboration with program faculty & Dean. Faculty & Dean should talk early & often for the best outcome.
Week 4	PRC Lead	<input type="checkbox"/>	Set Meetings with Dean, APR Coach, IR Staff	Schedule meetings with IR early - data requests may take significant time to prepare.
MILESTONE: KICKOFF PROGRAM REVIEW IN YOUR AREA				
Fall Week 2	Dean & Admin Staff	<input type="checkbox"/>	Complete Paperwork for Course Reassignment Time for Lead Faculty	List expected outcomes, persons responsible & deadlines (see "Faculty Compensation, All Phases" in the "Compensation & Forms" tab at https://inside.lanecc.edu/academicprogramreview/review-resources)
Fall Week 3	PRC Lead	<input type="checkbox"/>	Kick Off Program Review in Your Dept/Div	PRC Leads and program faculty begin program review work. Create scope of work considering time available, plan for full six-year cycle, create outline of work to be completed. For facilitation or assistance to begin the process in your area, contact APROC or Coach.
Fall Week 4-5	PRC Lead	<input type="checkbox"/>	Meet with 1) Dean, 2) APR Coach, 3) Assessment Coach, 4) IR staff	Programs that meet early & often with Deans, coaches & IR tend to be most successful. Each brings expertise to APR (see below).
<p>Dean: Provide division-level data, strategic directions, constraints, financial analysis, course and section info, workloads (historical & projected) and environmental scan, which may directly impact your self-study. APROC Coach: Help with self-study questions, sketch an outline, answer questions. Assessment Coordinator: Determine status of existing assessment activities, review list of ideal assessment activities. IR: assist with custom data, if the provided data sheet needs augmentation.</p>				
Ongoing	PRC Lead	<input type="checkbox"/>	Convene Faculty Work Sessions	PRC Lead facilitates collaboration with program faculty & Dean. Review template to determine what sections are most useful & who will do work (see: APR Quality Outcomes to get a sense of the scope of a successful APR and the requisite stakeholders).
Ongoing	PRC Lead	<input type="checkbox"/>	Report Emergent Concerns/Issues to APROC.	Report barriers, concerns or issues in person, during gatherings, email APROC-Chair@lanecc.edu or sullivan@lanecc.edu .
MILESTONE PREP FOR SELF-STUDY				
Fall Week 5	PRC Lead	<input type="checkbox"/>	Begin Drafting Self-Study Report	You and your colleagues may have already completed pieces of program review. Consult documents and each other to determine what existing resources can be used.
Fall Week 7	PRC Lead	<input type="checkbox"/>	Identify & Send List of Potential External Peer Reviewers	Identify 3 potential external peer reviewers; send list to APROC Chair, APROC_Chair@lanecc.edu . External reviewers should be discipline/subject matter experts and be free of any conflicts of interest.
Fall Weeks 8-10	APROC Chair	<input type="checkbox"/>	Chair Invites Reviewer, Sets Date for Site Visit	Chair confirms reviewer's site visit date with all parties.

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Begin Fall Term	PRC Lead	<input type="checkbox"/>	Self-Study: Analyze & Synthesize Data, Identify Emerging Issues for Self-Study Questions & Perform SWOT Analysis	Plan time for reading, discussing and synthesizing data from your data folder, info from the dean and other sources, communicating your ongoing efforts to discipline colleagues and dean.
MILESTONE PREP FOR SELF-STUDY				
Fall Week 5	PRC Lead, Program Faculty	<input type="checkbox"/>	Draft (1-3) Self-Study Questions; Review Questions with Dean	Send questions to APROC-Chair@lanecc.edu or sullivank@lanecc.edu . Question sets must be addressed in the self-study report.
Fall Week 6	AMT	<input type="checkbox"/>	AMT Reviews Self-Study Questions; Drafts & Shares (0-2) with the PRC team and APROC Chair	The AMT (Administrative Management Team) includes your Dean, Executive Dean & Vice President (or VP designees). They will provide questions that should be addressed in your self-study report. The AMT will share questions with the PRC lead, and the APROC Chair.
Fall Week 7	APROC	<input type="checkbox"/>	APROC Reviews Questions and may add 1 additional question.	After AMT questions have been created, APROC may choose to add one additional question.
MILESTONE: ATTEND APR EVENTS / PREP FOR EXTERNAL PEER REVIEWER'S SITE VISIT				
Winter Week 5	PRC Lead	<input type="checkbox"/>	Prepare for & Attend Winter Check-In	Program faculty also encouraged to attend. PRC Leads provide summary status of review. Day, time & location will be announced.
Winter Week 6	PRC Lead	<input type="checkbox"/>	Work with Faculty, Students, Dean and APROC to Plan External Reviewer Site Visit; Create Itinerary; Consult with APR Admin to Review Detail; APROC Chair will communicate with the EPR/	Connect with APR Coordinator or Admin to draft site visit itinerary, discuss meetings & logistics. See Handbook for more guidance.
Spring Week 4	PRC Lead	<input type="checkbox"/>	Prepare for & Attend Spring Round Up	Program faculty encouraged to attend. PRC Leads provide summary status of review. Day, time & location will be announced.
Spring Week 4	PRC Lead	<input type="checkbox"/>	Request & Include Feedback in Self-Study; Complete Draft of Program Review Report	Request feedback on draft (e.g. coaches, colleagues, Dean), create self study report (including questions and data).
Spring Week 5	PRC Lead	<input type="checkbox"/>	Share Itinerary & Program Review Report with the APROC Chair, who will send materials to External Peer Reviewer	Send itinerary & report to the APROC Chair at least 2 weeks prior to visit, so the Chair may share materials with the EPR
MILESTONE: SELF-STUDY REPORT, EXTERNAL PEER REVIEWER SITE VISIT & REPORT				
Spring Week 5-8	PRC Lead, Program Faculty, Dean	<input type="checkbox"/>	External Peer Reviewer Site Visit (REQUIRED)	Site visit (ideally) completed no later than June 1.
Spring Week 6-8	External Reviewer	<input type="checkbox"/>	Reviewer Creates Recommendations Report	EPR submits report to APROC Chair, who will screen the report before sending it to the PRC lead, deans, and PRC Team
Spring Week 7-9	PRC Lead	<input type="checkbox"/>	Correct Errors of Fact in External Peer Reviewer's Report within 10 Days of Receipt	Correct errors of fact, if any, within 10 days of receipt of report; if necessary, resubmit corrected version of the APR Report
MILESTONE: SELF-STUDY REPORT (REQUIRED)				
Fall of the following year	PRC Lead	<input type="checkbox"/>	Complete Program Review Self-Study Report and Executive Summary (by end of Summer Term), Email APROC-chair@lanecc.edu or sullivank@lanecc.edu	Include: questions & answers, data & interpretation; feedback from reviewer. Submit to the APROC Chair

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MILESTONE: BEGIN IMPLEMENTATION PLANNING				
Week One, Fall term	PRC Lead, Program Faculty	<input type="checkbox"/>	PRC Lead and Program Faculty Summarize Recommendations & Barriers	Summarize recommendations & barriers that emerged from self-study & peer reviewer in preparation for Implementation Phase.
Weeks 2-3, Fall term	PRC Lead & Team	<input type="checkbox"/>	Work with your APR Coach and/or the APROC Chair to finalize your recommendations	Begin strategic implementation conversation; sketch an early draft of ideas & recommendations. Discuss what is & how to create an implementation plan, provide template and examples, talk about timeline (to meet college budget dates). Consider using this template: READ ONLY COPY of the Program Review Action Plan TEMPLATE
Fall, week 4	PRC Lead, PRC Team, Dean	<input type="checkbox"/>	Collaborative Prep for Implementation Planning	PRC Lead & Dean discuss recommendations that emerged from self study, feasibility & barriers; prep for formal Implementation Planning Committee meeting.
Fall, Year 2, Week 0	PRC Lead	<input type="checkbox"/>	Prepare, Exhibit & Attend Poster Session	Faculty invited to create & exhibit a poster during Fall In-Service the year after completion of self-study report. Contact APR staff or APROC Chair for assistance creating poster.