Program Review: Milestones and Timeline



Below is a summary of the four-year program review process and major milestones.











PREPARATION

YEAR 1

YEAR 2

YEAR 3

YEAR 4

Preparation

Attend orientation Review materials Attend kickoff

Year 1 Milestones

Study the program

Get external feedback

List recommendations

Create & submit report

Year 2 Milestones

Develop & submit action plan to administration

Administration responds to action plan

Implement recommendations

Year 3 Milestones

Continue implementation
Provide update
Share your story
(optional)

Year 4 Milestones

Wrap up implementation Reflect on process Measure effectiveness of changes Provide update

Program Review: Year 1 Self-Study Steps



This illustration shows the major steps of year one (1) of the process. Ongoing tasks include meeting 1:1 with coach, attending group support sessions, regular team meetings, communicating with manager, using templates.











JANUARY

FEBRUARY

MARCH

APRIL

MAY-JUNE

Preparation

Identify team lead & members; roles & responsibilities

Review process & reporting template

Create work plan, timeline, schedule regular meetings

Self Study

Begin program self-study using report template

Systematically discuss each report section

Discuss what feedback is helpful (esp. from students); consult with Institutional Research

Self Study

Continue regular meetings to discuss & write report sections

Gather stakeholder feedback (quantitative and/or qualitative)

Self Study/Report

Begin preparing report including challenges & recommendations

Get external feedback on report draft (optional host peer reviewer)

Submit Report

List recommendations

Create executive summary

Finalize report Submit report



Program Review: Year 1 Report Outline



Below is a summary of the sections in the <u>report template</u> used in year one (1). Note that section 1, the executive summary, is created last.











SECTIONS 2-3

SECTIONS 4-5

SECTIONS 6-7

SECTIONS 8-9

SECTIONS 10-1, 1

Current State

- 2) Progress on previous goals
- 3) Program description & alignment with Lane's Mission & Strategic Plan

Scanning

- 4) Environmental scan
- 5) Assess student/client access, learning, development, and success

Assessment

- 6) Assess program using key quality & effectiveness indicators
- 7) SOAR Analysis

Misc & Financials

- 8) Other program considerations (e.g. professional development, ethics, tech, facilities, etc.)
- 9) Financials

Future Vision

- 10) Stakeholder feedback & recommendations
- 11) Reflection & conclusion
- 1) Executive Summary