SAU Tech Academic Program Review Process

When To Do	What Do To		Who Is Responsible
Spring Semester (1)	*External Program Review*: • Identify which programs are to be reviewed in the following fall semester. • Appoint a Review Self-Study Committee to prepare a self-study report. (Program faculty; VC for Academics & Planning) • Meet with program faculty to review expectations.	*Internal Program Review:* • Identify which programs require internal review and are not scheduled for external review. • Appoint a Program Review Self-Study Committee to prepare a self-study report. (Program faculty; VC for Academics & Planning.) • Meet with program faculty to review expectations. • Inform Faculty Senate of program review self-study.	VC for Academics & Planning
Fall Semester (1)	Begin a self-study of the identified programs to be reviewed using ADHE Self-Study Guide and develop a self-study report. The self-study will be finalized during the fall (1) semester and submitted to the VCA. The report will include the following: 1. Goals/Objectives/Activities 2. Curriculum 3. Program Faculty (full-time/adjunct/part-time) 4. Program Resources 5. Instruction via Distance Technology 6. Majors/Declared Students 7. Program Assessment 8. Program Effectiveness (strengths, opportunities) 9. Institutional Review Team	Begin a self-study of the identified programs to be reviewed using the internal self-study process based on the program focus. The self-study will be finalized during the fall (1) semester and submitted to the VCA. The report will include, but is not limited to, the following: 1. Goals/Objectives/Activities 2. Curriculum 3. Program Faculty (full-time/adjunct/part-time) 4. Program Resources 5. Instruction via Distance Technology 6. Majors/Declared Students 7. Program Assessment 8. Program Effectiveness (strengths/opportunities) 9. Institutional Review Team Recommendations	Program Review Self-Study Committee
Spring Semester (2)	• Identify outside consultants and submit self-study report to them. One reviewer will make a site visit and the other will conduct a paper review. • Reviewer findings will be compiled into one report.	Submit self-study report to the Curriculum Committee.	External Review: VC for Academics & Planning Internal Review: Program Review Self Study Committee
Spring Semester (2)	Review the self-study report and submit a written report of findings to the Vice Chancellor for Academics & Planning	Review the self-study report and submit a written report of findings to the VC for Academics & Planning.	External Review: Consultants Internal Review: Curriculum Committee
Spring Semester (2)	*External Program Review*: Share consultants' written evaluation with the Program Review Self-Study Committee, program faculty, Curriculum Committee, and Faculty Senate.	*Internal Program Review:* Share Curriculum Committee report with Program Review Self-Study Committee, program faculty, and Faculty Senate.	VC for Academics & Planning
Spring Semester (2)	Prepare institutional response to consultants' evaluation.	Prepare response to Curriculum Committee.	Program Review Self-Study Committee/VC for Academics & Planning

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Spring Semester (2)	Present a brief of the self-study, consultants' evaluation, and Program Review Self-Study Committee response to consultants' evaluation to Rocket Council.	Present a brief of the self-study, Curriculum Committee evaluation, and Program Review Self-Study Committee response to Curriculum Committee and Rocket Council.	Program Review Self-Study Committee/VC for Academics & Planning
Spring Semester (2)	Submit consultants' written evaluation and institutional response to consultants' recommendation to ADHE within six weeks of the written evaluation.		VC for Academics & Planning
Fall Semester (2)	• Review consultants' recommendations and develop action plans to initiate recommendations. • Share consultants' recommendations and action plans with relevant academic and support departments (Program faculty, Rocket Council, Curriculum Committee, Faculty Senate, etc.).	Review Curriculum Committee recommendations and develop action plans to initiate recommendations, if applicable.	External Review: Program Review Self-Study Committee/VC for Academics & Planning Internal Review: Program Faculty/VC for Academics & Planning
Fall Semester (2)	Implement action plans.	Implement action plans, if applicable.	Program Faculty/VC for Academics & Planning
Fall Semester (3)	Prepare follow-up report on the success of the action plans and present report to Rocket Council.	Prepare follow-up report on the success of the action plans and present report to Rocket Council.	Program Faculty/VC for Academics & Planning