PROGRAM REVIEW EVALUATION PROCESS CHECKLIST

Program:		Date:	

PROCESS		
Step	**Person Responsible**	**Task**
1.	VPI/Office of Instruction	Identify programs to be reviewed
2.	Director/Division Chair	Notify Department and faculty involved and provide template information; establish a faculty contact person
3.	Director/Division Chair	Delineate parties responsible for completing template's sections with deadlines for each
4.	Director/Division Chair, Faculty, Division Assistant	Submit itinerary or agenda to the Office of Instruction and appropriate Dean

Timeline:	Notes:

Approximately three months before:
- ☐ Set date for program review
- ☐ Confirm date with Dean and VPI
  - ___send email appointments for morning introductions and a 2nd one for the exit summary at end of day – time may vary
- ☐ Notify faculty of date
- ☐ Select faculty contact person
- ☐ Set budget, the Office of Instruction will reimburse the division up to the $500 maximum; exceptions must have the prior approval from the Office of Instruction. (Example: airfair.)
- ☐ Select and contact team members
  - ___ Create and mail review team invitation letters (and supervisor letters, if applicable)
- ☐ Assign sections of review document to appropriate staff and faculty for completion
- ☐ Set date for completion of documents
- ☐ Reserve location for team to meet (conference room)
- ☐ Reserve hotel room(s) for team, if applicable
- ☐ Reserve plane ticket(s) for team, if applicable

Approximately one month before:
- ☐ Make meal arrangements (if applicable) – Emery's, x8004 or x7763; or NIC Dining Services operated by Sodexo, x3359
  - o Reservations for: the Review Team, VPI, Dean, and Director/Division Chair only
  - o Arrange for morning/afternoon refreshments and luncheon
- ☐ Create and e-mail day's itinerary/timeline for review team, faculty, Director/Division Chair, Dean, and VPI
- ☐ General Studies divisions: upload Word document of program review to the Dean of General Studies SharePoint site for review.
- ☐ Begin collecting, copying and/or providing links to additional information below:

CROA Reports applicable to program – these reports should be included with the program review documents		
Stragtegic Plan	Accreditation Reports	Program Outcomes – available from the current catalog
Program Guidelines-available form the current catalog	Course Descriptions-available from the current catalog	Current Year Syllabi – available in Concourse or the current directory
Tool List (if applicable)- CTE	Advisory Committee List (if applicable)	Minutes from the current academic year for division and advisory meetings (if applicable) -CTE
Assessment Activities/Reports – from Planning and Effectiveness	If the team requests a copy of last years report, make sure it is available.	Program Goals (past ____ years)

Approximately Two Weeks Before:

☐ Have Faculty Contact, Director/Division Chair, and Dean, and VPI sign the college signature page of the completed review for distribution to the team. If signatures cannot be secured timely, ensure the reporting dean has approved sending the completed document to the review team.

☐ Complete the template instruction letter for team members to include with materials emailed/sent to them. (Template is in the Sr. Admin SharePoint site.)

☐ Email the instruction letter, campus map, parking permit, itinerary, program review, containing: Review Document, signature page, itinerary, advisory committee docs, syllabi/course outlines/outcomes, review team information, employee review summaries, CROA reports, tool lists (if applicable), program guidelines, course descriptions (see table above). Ask if the review team member would like a hard copy mailed to them, if so, follow directions below.

☐ Prepare mailing labels and padded envelopes for mailing review team materials if requested.

☐ Mail and/or deliver completed packets to:

    _____ Review team members

    _____ Director/Division Chair Office (one hard copy in a small gray binder and on network drive for faculty/director or division chair/dean/VPI can access; e-mail link to folder)

☐ Purchase and wrap "Thank You" gifts for review team members, consult with other admins for gift suggestions. (put final report signature page with gifts to make sure you have review team sign it)

☐ Print NIC thank you card and have faculty and Director/Division Chair sign it. Give cards to review team with their gifts. Or email a thank you note after the program review.

Gearing Up to the Day Of:

☐ Set up meeting space

☐ Ensure refreshments are delivered

☐ Provide laptop to the review team with a Word document of the program review for them to use for comments and response.

☐ Supply pens/pencils/note pads

☐ Schedule faculty/others to meet with review team (as necessary)

☐ Schedule student(s) to meet with review team (as necessary) (Have form for team to list names of students interviewed)

☐ **Have team members sign off on their report on the appropriate signature page**

☐ Collect expense reports upon completion of review, if applicable (mileage based on the cheaper of the two – auto or air)

☐ Collect team report, and all materials

☐ Distribute "Thank You" gifts/cards to team members

☐ Turn in expense reports for reimbursement (if applicable)

Follow-up:

☐ If the review team recommendations are not discussed at the closing session, schedule a time to review the recommendations (action plan if needed) with the Dean.

☐ Send Section 7 of Review Document – Assessment to the Student Learning Outcomes Assessment and Accreditation Coordinator

☐ Final document with recommendations and signatures needs to be put into the SharePoint site. (5 year instructional review)

For Assistance:	
☐ For assistance with data information for sections 3 – 5, Division Assistant works with Planning and Effectiveness	
☐ For assistance with completing sections 6 – 10, Director/Division Chair delegates to Division members	