

Suggested Program Review Calendar at a Glance

YEAR ONE

Preparation

- Schedule bi-monthly meetings
- Identify team and leads
- Review Lane materials and introductory questions
- Review CAS standards (as applicable)
- Review examples from other schools

Month 1

1. Team kickoff and orientation
All staff plus program review support team
 - Overview: purpose, process, outcomes
 - College process: mission fulfillment and strategic directions.
 - Program review components
 - Roles and responsibilities
 - Calendar

Month 2

1. Roundtable discussion with department leads, key stakeholders and program review support team: identify global issues, opportunities and areas of analysis. Identify potential peer reviewers.
2. Team meeting: Core purpose
 - Review existing purpose/mission statement for your program or start developing one. Consider using Why-How-What framework
3. Team meeting: Program/department description
 - Identify components, assign work
 - Identify data needs

Month 3

1. Team meeting
 - Check in on purpose/mission if needed
 - Check in on program description progress
 - Discuss process and assignments for Environmental Scanning
 - Identify data needs
2. Team meeting: Check ins

Month 4

1. Team meeting
 - Finalize core purpose and description sections
 - Review environmental scanning section
 - Discuss ideas for quality and effectiveness indicators (existing indicators, CAS/industry standards, college-wide indicators)
2. Team meeting
 - Finalize environmental scanning section
 - Narrow list of indicators. Develop process for populating (five year history if possible)

Month 5

1. Team meeting: Reflection and Assessment
 - Review prior recommendations
 - Review effectiveness/outcomes of current strategies, projects and initiatives
 - Assess current indicators and progress toward goals
2. Team meeting:
 - Continue reflection and assessment, if needed
 - Begin SOAR

Month 6

1. Team meeting: SOAR, continued
2. Team meeting: Check ins

Month 7

1. Team meeting: Key Findings and Program Opportunities
2. Team meeting: Goals and Strategy Development

Month 8

1. Team Meeting:
 - Develop Action Plan and Recommendations
2. Team meeting:
 - Finalize Action Plan and Recommendations
3. Finalize Document
4. Send Document to Program Review Committee for Feedback/Review

Month 9

1. Final Edits
2. Peer Review

Month 10

1. Team Meeting: Process Peer Feedback
2. Finalize Document
3. Send to Administrative Review Process

Month 11

1. Team meeting: Process administrative response
2. Team meeting: Celebration & closure