

**APPENDIX D
SUGGESTED PROGRAM REVIEW TIMELINE**

TIMELINE	TASK	NOTES
STEP 1: PRE-REVIEW PREPARATION		
<u>Spring Qtr 2009</u>		
May	Departments scheduled for 2009-2010 program review receive written notification and program review materials from SAIRO	
	Identification of program review coordinator	
June	Program review orientation meeting	
<u>Summer 2009</u>		
July - August	Identification of self-study protocol	
	Data audit meeting with SAIRO	
	Conduct department data audit	* Please provide SAIRO with an updated copy of assessment inventory (Appendix I) once completed.
	Formation of self-study review panel	* Please provide SAIRO with a copy of the self-study panel roster once finalized.
	Begin developing list of potential external reviewers	
	SAIRO-facilitated program review orientation for department staff (optional)	
STEP 2: DEPARTMENT SELF-STUDY		
<u>Fall Qtr 2009</u>		
September – December	Conduct department self-study and draft report	
	Submit list of potential external review panel members to Vice Chancellor of Student Affairs	* Please cc SAIRO and EMG supervisor on this communication.
	Extend external review panel invitations & confirm panel	* Sample invitation letter available on SAIRO Program Review website * Please provide SAIRO with a copy of the final external review panel roster
	Set dates for external review site visit	* Please inform SAIRO of site visit dates

Winter Qtr 2010		
January	Complete self-study and draft report	* Please submit final draft of self-study report to SAIRO for review
	Meeting with SAIRO to discuss External Review & develop preliminary external review site visit itinerary	*Please consult External Review Guide and Checklist
February	Complete self-study report	* Please submit final self-study report to the Vice Chancellor of Student Affairs, the EMG member who supervises the department, and SAIRO.
	Presentation/Discussion of Self-Study Report with EMG Liaison (and Vice Chancellor of Student Affairs if possible) and Self-Study Panel	
	Prepare materials for external review site visit	* Please consult External Review Guide and Checklist.
	Finalize site visit itinerary	
STEP 3:EXTERNAL REVIEW		
Spring Qtr 2010		
March or April	External review site visit	
May or June	External review report submitted to department	* The department director is responsible for submitting a copy of the external review report to the Vice Chancellor of Student Affairs, the EMG member who supervises department, and SAIRO.
STEPS 4 & 5: ACTION PLAN		
Summer 2010		
June -July	Develop action plan	
August	Submit action plan	Please submit a copy of the Action Plan to the Vice Chancellor for Student Affairs, the EMG member who supervises the department, and SAIRO.
September / October	Present program review summary to EMG	