JAMES MADISON UNIVERSITY.

Timeline for Alternate Program Review Cycle

Day 1

- RT meets with AVP & unit head
  Process begins

Day 2-29

- SWOT Analysis Conducted
- Resulting new objectives written
- Packet prepared

Day 30

- Packet to RT:
  - Updated Mission/Vision/Values
  - Results of SWOT Analysis
  - Objectives entered into PD as a result of SWOT
  - All current PD objectives and status
  - A list of objectives created from last Review and status
  - Any other relevant materials

Day 31-35

- RT meets with AVP & unit head to discuss packet

Day 36-45

- RT drafts 2-page summary report that includes:
  - Summary of status of objectives from previous review
  - Any weaknesses or gaps in performance not addressed by objectives
  - Notation of key unit strengths, weaknesses, opportunities, and threats
  - Key findings and recommendations
- Report draft to AVP & unit head
- AVP & unit head provide suggestions for improvement.
- Report finalized

Day 46-60

- AVP meets with Mr. King to discuss report and agree on which recommendations to adopt. (These will become PD objectives.)
- Copy of 2-page summary report and all other documents related to the study are distributed by RT to:
  - AVP
  - Unit head
  - Brian Charette