

Committee Chairs Checklist

Phase 1 (Begins, month 1)

- Meet with AVP & Unit Head
 - Learn about the unit
 - Set phase 1, and 2 schedule, including deadline for self-study completion
 - Discuss make-up of the program review committee
 - Talk through expectations for Phase 1
 - Discuss "who" and "when" of external reviewer
 - Discuss the expected contents of "the binder"
- Coordinate with Mr. King's office to notify committee members
- Schedule first Phase 2 committee meeting
- Consult with unit head throughout to offer assistance and information
- Keep program review coordinator and committee informed of progress throughout

Phase 2 (Begins, approximately, month 10)

- Receive and distribute self-study binder. Read it and encourage committee members to do the same
- (If it didn't occur in Phase 1) Coordinate external reviewer's visit and report
- Along with the committee, determine the research tools to be used
- Establish sub-committees
- Keep in close contact with sub-committee chairs to ensure compliance with deadlines
- Collect and collate data from sub-committees
- Based on research and committee member input, draft the initial report (executive summary, findings, recommendations)
- Allow unit head to review and offer feedback and guidance on report draft
- Finalize report
- Help ensure that Mr. King meets with the AVP to determine which recommendations from the report will be accepted
- Send final report, agreed upon recommendations, and data from research to program review coordinator electronically