**Administration & Finance Program Reviews**

**Checklist of Responsibilities**

**(Updated Spring 2017)**

**Phase 1 – Self-study**

**Duration: 1 Semester**

**Responsible: Co-chairs, Unit Head**

Meet with AVP & Unit Head

Learn about the unit

Set phase 1, and 2 schedule, including deadline for self-study completion

Discuss possible members for the program review committee

Talk through expectations for Phase 1

Discuss “who” and “when” of external reviewer. Consider inviting the external reviewer during phase 1 to ensure proper scheduling

Discuss the expected contents of the self-study

Coordinate with Senior Vice President’s office to notify committee members

Schedule the first Phase 2 committee meeting

Consult with the unit head throughout phase 1 to offer assistance and information

Keep the program review coordinator and committee informed of progress through phase 1

**Phase 2 – Committee Work - Begins at the conclusion of Phase 1**

**Duration: 1 Semester**

**Responsible: Co-chairs, Committee**

Receive and distribute self-study. Read it and encourage committee members to do the same

Coordinate the external reviewer’s visit and report due date

Along with the committee, determine the research tools to be used

Establish sub-committees based on research tools and data gathering methods

Keep in close contact with sub-committee chairs to ensure they comply with deadlines

Collect and collate data from sub-committees including “findings” and “recommendations”

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 the report based on input from the unit head

Help ensure that the Senior Vice President meets with the AVP (and possibly the unit head) to determine which recommendations from the report will be adopted

Send to the Program Review Coordinator an electronic version of the final report, agreed upon recommendations, and raw data gathered

**Phase 3 – Progress Review - Begins at the conclusion of Phase 2**

**Duration: 2 Semesters**

**Responsible: Unit Head, AVP, Senior Vice President**

Senior Vice President meets with the AVP to discuss progress.

**Alternate Cycle Program Review**

**Phase 1 – SWOT and Materials Gathered**

**Duration: 6-Weeks**

**Responsible: Co-chairs, Unit Head, AVP**

Meet with AVP & Unit Head

Learn about the unit

Set phase 1, and 2 schedule, including deadline for self-study completion

Talk through expectations for Phase 1

Discuss the expected contents of the SWOT & other data gathering

SWOT analysis is completed

As a result of the SWOT analysis, at least two new objectives are written

Unit Head then sends materials to the Co-chairs:

SWOT analysis and new objectives, up to date mission and/or vision statements, values

All objectives

A list of the recommendations/objectives agreed to during the previous unit Program Review with a report on the status of each

Any other materials the unit head, director, and AVP deem relevant or materials requested by the Team

**Phase 2 – Co-chair Work - Begins at the conclusion of Phase 1**

**Duration: 7 Weeks**

**Responsible: Co-chairs**

* Co-chairs review materials while corresponding with Unit head
* Co-chairs draft a report (no more than two pages) addressing relevant issues such as:
  + Overall performance on objectives developed as a result of the previous Program Review
  + Any weaknesses or gaps in performance that do not appear to be addressed by objectives
  + A listing of 2-3 key strengths, weaknesses, opportunities, and threats
  + An overall summary of performance including findings and recommendations as well as any additional recommended action steps and/or objectives

**Phase – Write Report and Brief Out - Begins at the conclusion of Phase 2**

**Duration: 2 Weeks**

**Responsible: Co-chairs and Unit Head**