**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**