

**TWU UNDERGRADUATE PERIODIC ACADEMIC PROGRAM REVIEW
COORDINATION & TIMELINE
2016-2017**

Date/Deadline	Tasks
September	<p>Notification to Academic Units of Forthcoming Academic Program Review Approximately one year in advance of the review, the Associate Provost for Undergraduate Studies and Director of Academic Assessment (DAA) will send written notification to the academic unit head and respective academic dean that program review(s) will be conducted during the next academic year.</p>
October	<p>Program Review Orientation Meeting with the Academic Unit Heads Associate Provost for Undergraduate Studies & Academic Partnerships (APUGSAP) and APII/DAA will conduct a single session orientation meeting with all academic unit heads who will be conducting degree program reviews for the upcoming academic year.</p>
	<p>Offices of IRDM & Academic Assessment Send Academic Unit/Program-Related Data to the Academic Unit The Assistant Provost for Institutional Research & Data Management (IRDM) and the DAA send academic unit/program-related data to be used in the self-study to the academic unit head.</p>
Friday, November 18, 2016	<p>Submission of Recommended Review Committee Members for the Academic Unit Academic unit head forwards list of 6-8 potential individuals to the Director of Undergraduate Academic Programs to serve on the Review Committee adhering to UG Periodic Program Review Policy.</p>
Friday, January 27, 2017	<p>Establish Review Committee Teams The Office of Undergraduate Studies establishes Review Committees for academic units in which program reviews will be conducted during the upcoming academic year.</p>
Friday, March 3, 2017	<p>Submission of Academic Degree Program Self-Studies Academic unit head/academic dean submits all designated undergraduate degree program self-studies to Undergraduate Studies (1 hard copy/3-ring binder and 1 electronic copy).</p>
Monday, March 6, 2017-Friday, April 7, 2017	<p>Academic Unit UG Program Review by Review Committee Review Committee evaluates all assigned degree program self-studies and writes a final Executive Summary of committee findings and recommendations.</p>
Friday, April 7, 2017	<p>Submission of Review Committee Executive Summary Review Committee Chair submits an electronic copy of the Executive Summary of committee</p>

	findings and recommendations to the Undergraduate Studies.
Week of April 24, 2017	Report-Out on Degree Program Self-Studies/Academic Unit Meeting Review Committee Chair reports out on committee findings and recommendations of the designated degree program self-studies to the academic unit head, respective academic dean, Associate Provost for Undergraduate Studies & Academic Partnerships, and Director of Academic Assessment.
Friday, June 16, 2017	Submission of Improvement Action Plan Based on the Program Review /Academic Unit Academic dean submits the Improvement Action Plan (written in collaboration with the academic unit head) to Undergraduate Studies.
Friday, May 18, 2018	Submission of Written Progress Report (actions taken and resulting outcomes) Academic Dean submits a Progress Report (written in collaboration with the academic unit head) to Undergraduate Studies detailing the actions taken and resulting outcomes achieved during the academic year following the program review.
Week of June 11, 2018	Follow-Up Meeting on Progress Made Associate Provost for Undergraduate Studies & Academic Partnerships and Director of Academic Assessment meet with academic unit head and respective academic dean to discuss progress made on improving student learning and degree program quality, in addition to discussion of next steps for <i>continuous improvement</i> .