



ACADEMIC PROGRAM REVIEW PROGRAM OUTCOMES ASSESSMENT ADMINISTRATIVE RESPONSIBILITIES

TASK(S)	COMPLETION PERIOD	CHAMPION(S)
Step 1: Faculty Senate Academic Assessment Committee Chair extracts Program Outcomes (PO)/ Student Learning Outcomes (SLO) data for the prior six (6) semesters from LMS (Canvas) and transmits via email to Academic Deans. Concurrently, the Faculty Senate Academic Assessment Committee Chair also posts the PO/SLO course assessment data on the LMS (Canvas) making the information available to Department Heads and Academic Program Managers.	July 1- September 1	Faculty Senate Academic Assessment Committee Chair
Step 2: Director of IR sends out pre-filled APR forms with frozen institutional data to Academic Deans for completion of Academic Program Review (APR) requirements	September 1 - 15	IR Director
Step 3: Academic Deans review the pre-filled APR forms and incorporate program-level PO/SLO data for completion of the APR forms.	September 15- 30	Academic Deans
Step 4: Academic Deans assemble a Review Team that may include an external member to review the completed APR forms and develop individual Program Improvement Plans for each APR form.	September 30- October 15	Academic Deans
Step 5: Review Team submits completed APR forms to the Academic Deans for review and approval.	October 15- November 1	Department Chair/ Program Manager
Step 6: Deans submit fully completed APR forms that contain Improvement Plans to submit to VCASA for review, discussion, approval, and signatures by Department Head/Dean/VCASA.	November 1- 20	Academic Deans
Step 7: APR reports will be discussed with faculty in division meetings during Convocation week.	Spring Convocation	Academic Deans



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Step 8: VCASA presents summaries of APR Reports by Academic Division to the Executive Council on Institutional Effectiveness (ExCIE).	Early Spring Semester	VCASA
Step 9: APR reports will be archived in the following locations: <ul style="list-style-type: none">• Faculty Senate Academic Assessment Committee module• IE Office• VCASA Office• The SACSCOC Archive	Early Spring Semester	VCASA