

The College of Idaho
Program Review Calendar
(for degree granting programs)

(Dates approximate)

2008

- May Curriculum Council officially notifies programs scheduled for review (all programs are provided with a five-year schedule). Institutional Research Office (IR) provides department chair¹ with the self-study format.
- Mid-Sept Chairs of programs under review meet with the Program Review Committee (PRC). This year this committee consists of the VPAA, chair of Curriculum Council, and director of IR.
- Sept. 30 In consultation with the VPAA, the IR director identifies potential external reviewers (at least 4 per program), secures resumes, and submits to chair and PRC members for comment. (Departments have the right to veto reviewers.)
- Oct 15 VPAA and IR director agree on one to two reviewers per program (depending on budget), and IR director contacts reviewers to arrange campus visits. IR coordinates all travel arrangements.
- Dec 15 In consultation with department members, chair prepares draft of program self-study (one per department), which is submitted to mentor team² and VPAA.

2009

- Early Jan. Mentor team meets with department to review draft and agree on recommendations for revision.
- End Wtr.Term Final draft of self-study is submitted to VPAA and IR director, copies sent to PRC members.
- Mar 1 IR director sends self-study (including attachments) and other documents³ to external reviewers. In consultation with IR director, department chair prepares schedule for external reviewers' campus visit and send schedule to reviewers (including entry and exit meetings with PRC.)
- April External reviewers visit campus (two days). It is suggested that all visits must be completed prior to Spring Break. External reviewers submit written report within six weeks to VPAA.
- May 1 Chair submits written response to VPAA; VPAA adds written response and submits to PRC.
- Oct.1 On basis of departmental planning meeting(s), chair develops and submits action plan to VPAA; VPAA provides written response. (This will coincide with budget requests.)
- Oct. 7 VPAA meets with PRC to discuss results of the process and its impact on strategic and tactical planning and on allocation of resources.

2010

- Oct 1 Department submits two-year update.

¹ Or director. If a department has more than one program, all programs are covered in a single self-study. Self-study for a degree granting interdisciplinary program is completed by program director.

² Mentor team will be determined by Curriculum Council and the VPAA.

³ Other documents include catalog or web site address, ACI mission statement, vitae of department members, instructions/guidelines for external reviewers.