

SUNY Cobleskill

Academic Program Review Suggested Timeline

*Be certain to review the templates to ensure the department is retaining the appropriate data well in advance of departmental Program Review due dates. This will make the collection process much easier once the time comes to complete the self-study.

Month 1 (e.g., late August):

Program Review Leader (PRL) selected by program faculty.

- PRL will receive extra service pay for leading this year long self-study process upon submission of the completed program review to Academic Affairs. PRL should refer to the Extra Fee Schedule on the HR page for information about the extra service to be awarded.
 - *When program reviews for comparable degree programs are conducted concurrently, the compensation is paid as one.*

Download Program Review Self Study Template (associate or bachelor) from [Assessment webpage](#)

Gather data and write Self Study.

- Data is sent from Institutional Research based on the published cycle (see program review on Assessment webpage – if you are off-cycle, request program data from [Institutional Research](#))
- Program Assessment Plans and student learning outcomes data obtained from Weave
- Departmental faculty contribute according to area of expertise

Month 3 (e.g., late November):

Complete Self Study document.

Faculty, Chair and Dean nominate possible external reviewers and submit short bios (name, title, organization, and relationship to SUNY Cobleskill) to PRL.

- Three external reviewers are recommended, choose among the following categories:
 - At least one Academic faculty member
 - At least one Professional in the field
 - Former students who have been out of the program for at least 10 years and are employed in the field
 - One Advisory Committee member

Note: If reviewers are requested from a distance prohibiting a physical visit, consider an electronic review from their location.

PRL forwards all nominations (with bios) to the Dean for approval.

Dean will formally invite approved external reviewers to participate, asking them to contact the PRL and confirm their intention to serve.

Once all reviewers have responded affirmatively, the PRL schedules a date for the visit and begin scheduling required meetings on campus.

PRL works with external reviewers to select a Chair of that group. This Chair will be responsible for communication with the PRL, as well as ensuring the completion of the External Review Report.

Month 5 (e.g., late January/early February):

PRL assembles the External Review Packet to be sent to all reviewers. Packet will include the following (unless sent electronically):

- ✓ Cover letter from Dean
- ✓ Statement that reviewers will receive \$150 honorarium and the Chair will receive \$250
 - ***When an external reviewer serves for comparable degree programs that are conducted concurrently, the compensation is paid as one.***
- ✓ Contact list for external reviewers, PRL, secretary and the Dean
- ✓ Completed Program Review Self Study document
- ✓ [External Reviewer Worksheet](#)
- ✓ Tentative itinerary for visit (updated copy should be given to them the day of the visit)
- ✓ External Reviewer Report Outline with a stated deadline for return
- ✓ Campus parking pass for date of visit
- ✓ Campus map

Month 6 (e.g., March):

External Review Team visits campus.

Suggested itinerary for visit:

- Welcome meeting with PRL
 - Team members sign [Honorarium](#) form for payment
- Team meets separately with:

- Dean, Admissions and Provost/VPAA
 - Department and supporting faculty
 - Current students (from a 200-300 level major required course)
 - Alumni (optional)
 - Library, CASE and Center for Career Development staff
 - Advisory Committee members (optional)
- Team has private lunch (unless they request to meet with the PRL). All lunch arrangements need to be preapproved by the Provost Assistant.

Preferred: lunch in dining hall using CobyCard from Dean's office

- Team tours facilities, including classrooms, labs, library and student support areas.
- Team meets privately to summarize findings and plan External Review Report.
- Exit meeting held with External Review Team and program faculty to discuss preliminary findings, pose clarifying questions, and request more information if necessary.

Month 8 (e.g., late May/early June)

External reviewers submit [final report](#) to PRL.

Program faculty meets with the Dean to review final report and respond with action plans.

PRL updates the program review document to include response to the External Review Report.

Updated Self Study document and a copy of the External Review Report should be saved in PDF format and forwarded to the Provost/VPAA **and posted within Weave**. The original document should be retained in the Dean's Office.

Provost/VPAA will process Honorariums for reviewers upon receipt of the External Review Report.

Month 9 (e.g., mid-June or August/September)

Program faculty **revise program assessment plan based on program review outcomes and develop a timeline for implementation and review**; submit along with annual assessment posted within Weave by the end of June.