## Process Flow: Academic Program Review Reporting, Assessment Plan Year 1

A review schedule can be found on the UAC Academic Program Review Page

<u>Year 1 Resources</u> (Includes Assessment Plan template, suggested curriculum map format, UAC review rubrics, Bloom's Taxonomy, resources for curriculum mapping, examples of curriculum maps from other institutions)

## 1 - By Mid-September 2 -Late October/ 3 -By December 4 - By March: 20th: The review process begins with **Early November:** (a) UAC provides (a) 1st Draft (a) UAC Check-in with feedback on 1st the following, provided by the **University Assessment** Yr1 Department Curriculum draft of Committee (UAC): **Chairs and Program** Map due in curriculum Coordinators with a from Depart-(a) Official Announcement(s); map with (b) Process overview & key reminder of deadline ment Chair or suggested for a 1st Draft deadlines for year; Program adjustments (if (c) Relevant templates, Curriculum map; Coordinator needed) for a samples, & reference (b) UAC ensures to the UAC final version. documents; awareness of process for review/ (b) UAC offers (d) Offer of help/guidance & forms, and answers feedback. assistance, and (call, meeting, etc.) questions. answers questions as needed. 8 - Mid-Late July: 7 - Mid-Late June: 6 -Early May: 5 - By Early April: (a) UAC shares (a) UAC offers (a) UAC offers (a) UAC again provides final deadline assistance, and assistance, and the assessment plan reminders. answers questions as answers template and deadline reminders. (b) UAC offers needed. questions as (b) UAC shares deadline (b) UAC offers assistance, assistance, and needed. answers reminders. (b) UAC shares and answers questions deadline as needed. questions as needed. reminders. 9 - August 1st: 11 - Before end of December: 10 – By November: 12 - Prior to Year (a) Final (a) UAC reviewer uses (a) UAC leadership shares 2 Reporting: curriculum feedback with (a) Opportunity review rubric to map and provide feedback appropriate individuals to discuss assessment **UAC** feedback on program SLOs, (Dept. Chairs and/or plan due in curriculum map, **Program Coordinators** on program from and assessment who completed the SLOs, Department plan. Additional review, relevant curriculum Chair or open-ended leadership). Feedback is map and Program feedback provided emailed and uploaded to assessment Coordinator to below each rubric. appropriate folder in plan & make the UAC. the academic review adjustments

archives\* in Google

Drive.

if needed.

<sup>\*</sup>Only accessible to individuals (e.g. assessment contact(s), chair, dean, provost, current UAC members) through their '@wilkes.edu' email address.

\*\*Final assessment plans and curriculum maps submitted in Year 1 of the Program Review Process will be accessible for later reference via the academic program review archives link above. The subfolder w/ that information will be shaded green and tagged as "YEAR 1". UAC Feedback on the assessment plan (+ SLOs and curriculum map) will be distributed via email and will be accessible in the blue 'UAC Reviewer Feedback' folder.