## Process Flow: Academic Program Review Reporting, Assessment Plan Years 2 - 5

A review schedule can be found on the <u>UAC Academic Program Review Page</u>

# Forms: <u>Year 2</u> <u>Year 3</u> Year 4 Year 5 Assessment Results Template Assessment Plans (see note)\*\*

#### 1 - By Mid-April:

The review process begins with the following, provided by the University Assessment Committee (UAC):

- (a) Official
   Announcement(s);
- (b) Reporting forms and reference documents;
- (c) Data profiles provided by IR (where available)
- (d) Invitation to Workshop(s); (periodic)

#### 2 -Early May:

- (a) UAC Check-in with Department Chairs and Program Coordinators with a reminder;
- (b) Ensure awareness of process & forms, and answer questions.

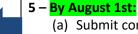
#### 3 -Early June:

- (a) UAC Check-in with Department Chairs and Program Coordinators with a reminder;
- (b) Ensure awareness of process & forms, and answer questions.



#### 6-1st or 2nd UAC Fall Meeting:

- (a) The UAC holds a norming session to facilitate common interpretation of review criteria.
- (b) Reviews are assigned to appropriate UAC members.



- (a) Submit completed reviews using the appropriate Google Form (see above) by Aug. 1st.
- (b) Individuals submitting Yr2-5 reviews should automatically receive a copy of their submission from Google Forms.



- (a) UAC Check-in with Department Chairs and Program Coordinators with a reminder.
- (b) Answer questions and offer assistance if needed.



### 7 - By/Before February 1st:

(a) UAC academic program reviewers use process review guidelines to provide feedback on **Yr2-5** assessment reports.



#### 8 - By/Before April 1st:

(a) UAC leadership share feedback with appropriate individuals (Dept. Chairs and/or Program Coordinators who completed the review, relevant leadership). Feedback is emailed and uploaded to appropriate folder in the academic review archives\* in Google Drive.



#### 9 – By/Before next Cycle starts:

(a) Opportunity to discuss UAC feedback on assessment processes prior to the next round of review.

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

<sup>\*\*</sup>Assessment Plans and curriculum maps submitted in Year 1 of the Program Review Process are accessible for reference in the academic program review archives link above. The subfolder w/ that information is shaded green and is tagged as "YEAR 1". UAC Feedback on the assessment plan (+ SLOs and curriculum map) were distributed previously via email but are also accessible in the blue-shaded 'UAC Reviewer Feedback' folder.