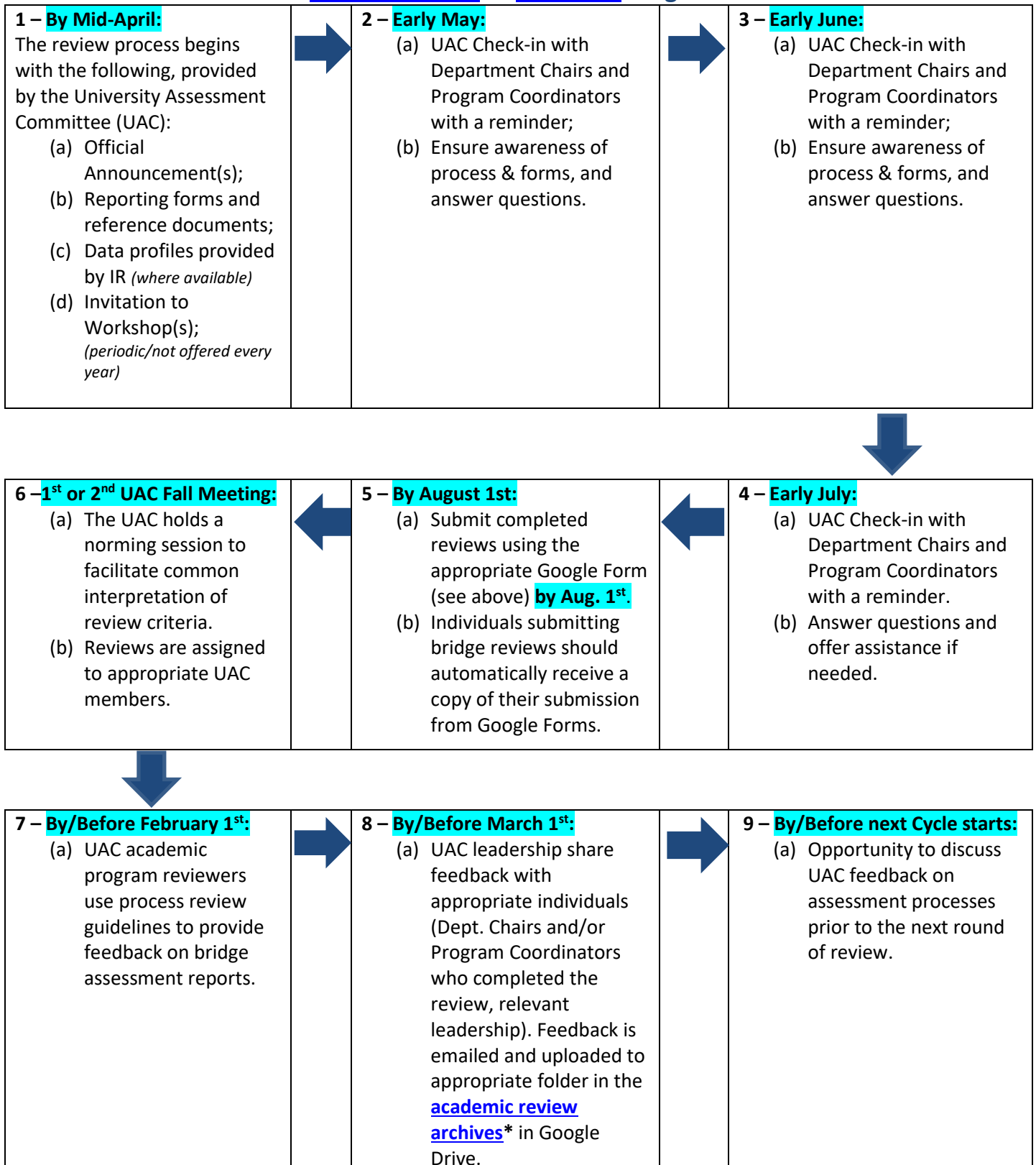# Process Flow: Academic Program *Bridge Assessment Reporting*

A review schedule can be found on the [UAC Academic Program Review Page](#)

(AY 2023-2024)
Bridge Assessment Reporting Forms:
[Undergraduate](#) or [Graduate](#) Programs

1 – **By Mid-April:**		2 – **Early May:**		3 – **Early June:**
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/not offered every year)*	➡️	(a) UAC Check-in with Department Chairs and Program Coordinators with a reminder; (b) Ensure awareness of process & forms, and answer questions.	➡️	(a) UAC Check-in with Department Chairs and Program Coordinators with a reminder; (b) Ensure awareness of process & forms, and answer questions.

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6 – **1st or 2nd UAC Fall Meeting:**		5 – **By August 1st:**		4 – **Early July:**
(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 bridge 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.

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7 – **By/Before February 1st:**		8 – **By/Before March 1st:**		9 – **By/Before next Cycle starts:**
(a) UAC academic program reviewers use process review guidelines to provide feedback on bridge assessment reports.	➡️	(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.	➡️	(a) Opportunity to discuss UAC feedback on assessment processes prior to the next round of review.

*Only accessible to appropriate individuals (e.g. chair, dean, provost, current UAC members) through their '@wilkes.edu' email address.