Process Flow: Academic Program Review Reporting, Assessment Plan Year 1
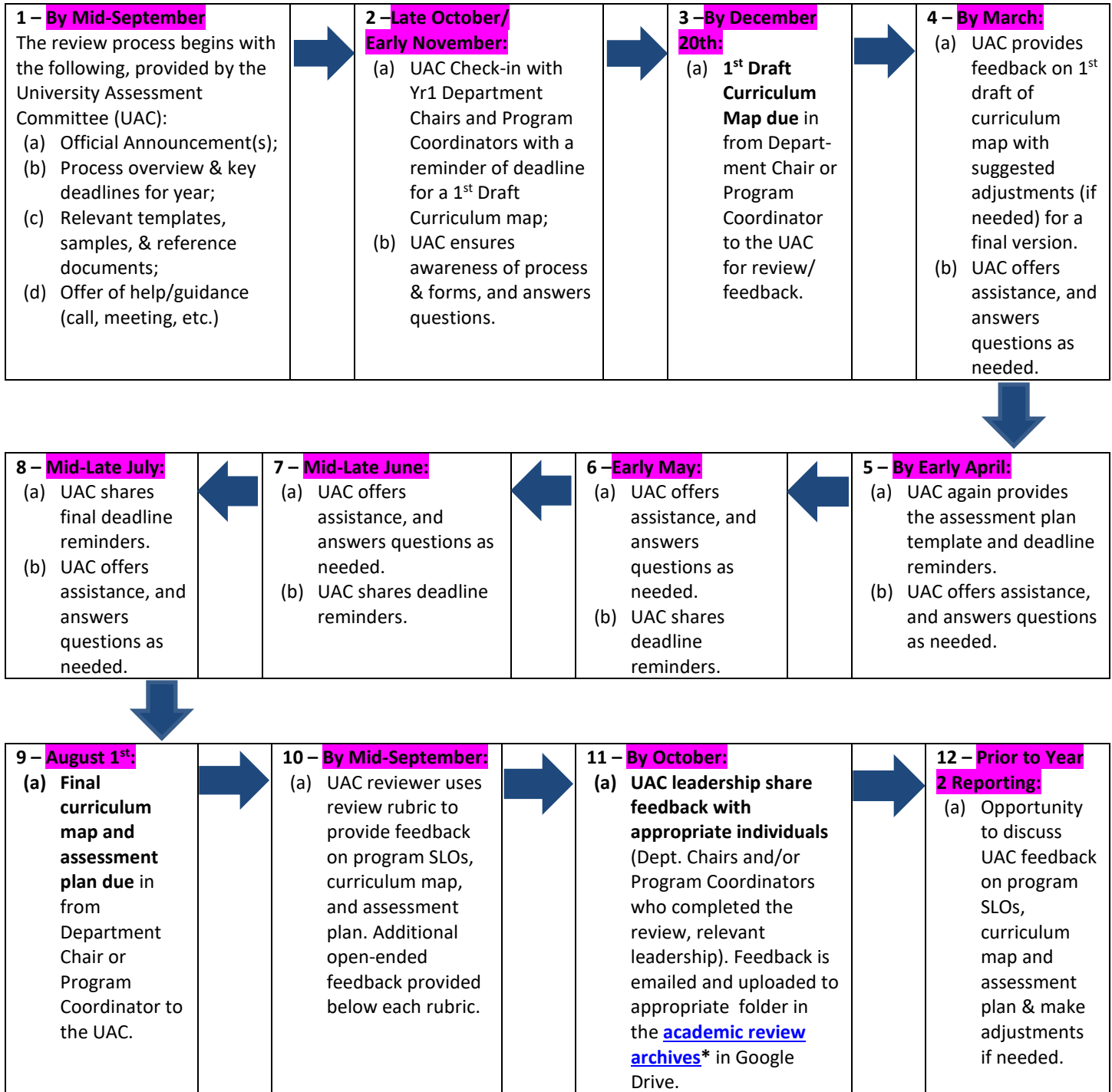
A review schedule can be found on the UAC Academic Program Review Page

Year 1 Resources (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)

(AY 2023-2024)

1 – By Mid-September
The review process begins with the following, provided by the University Assessment Committee (UAC):
(a) Official Announcement(s);
(b) Process overview & key deadlines for year;
(c) Relevant templates, samples, & reference documents;
(d) Offer of help/guidance (call, meeting, etc.)

2 – Late October/ Early November:
(a) UAC Check-in with Yr1 Department Chairs and Program Coordinators with a reminder of deadline for a 1st Draft Curriculum map;
(b) UAC ensures awareness of process & forms, and answers questions.

3 – By December 20th:
(a) **1st Draft Curriculum Map due** in from Department Chair or Program Coordinator to the UAC for review/ feedback.

4 – By March:
(a) UAC provides feedback on 1st draft of curriculum map with suggested adjustments (if needed) for a final version.
(b) UAC offers assistance, and answers questions as needed.

8 – Mid-Late July:
(a) UAC shares final deadline reminders.
(b) UAC offers assistance, and answers questions as needed.

7 – Mid-Late June:
(a) UAC offers assistance, and answers questions as needed.
(b) UAC shares deadline reminders.

6 – Early May:
(a) UAC offers assistance, and answers questions as needed.
(b) UAC shares deadline reminders.

5 – By Early April:
(a) UAC again provides the assessment plan template and deadline reminders.
(b) UAC offers assistance, and answers questions as needed.

9 – August 1st:
(a) **Final curriculum map and assessment plan due** in from Department Chair or Program Coordinator to the UAC.

10 – By Mid-September:
(a) UAC reviewer uses review rubric to provide feedback on program SLOs, curriculum map, and assessment plan. Additional open-ended feedback provided below each rubric.

11 – By October:
(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.

12 – Prior to Year 2 Reporting:
(a) Opportunity to discuss UAC feedback on program SLOs, curriculum map and assessment plan & make adjustments if needed.

*Only accessible to appropriate individuals (e.g. 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.