Process Flow: Academic Program Review Reporting, Assessment Plan Years 2 - 4
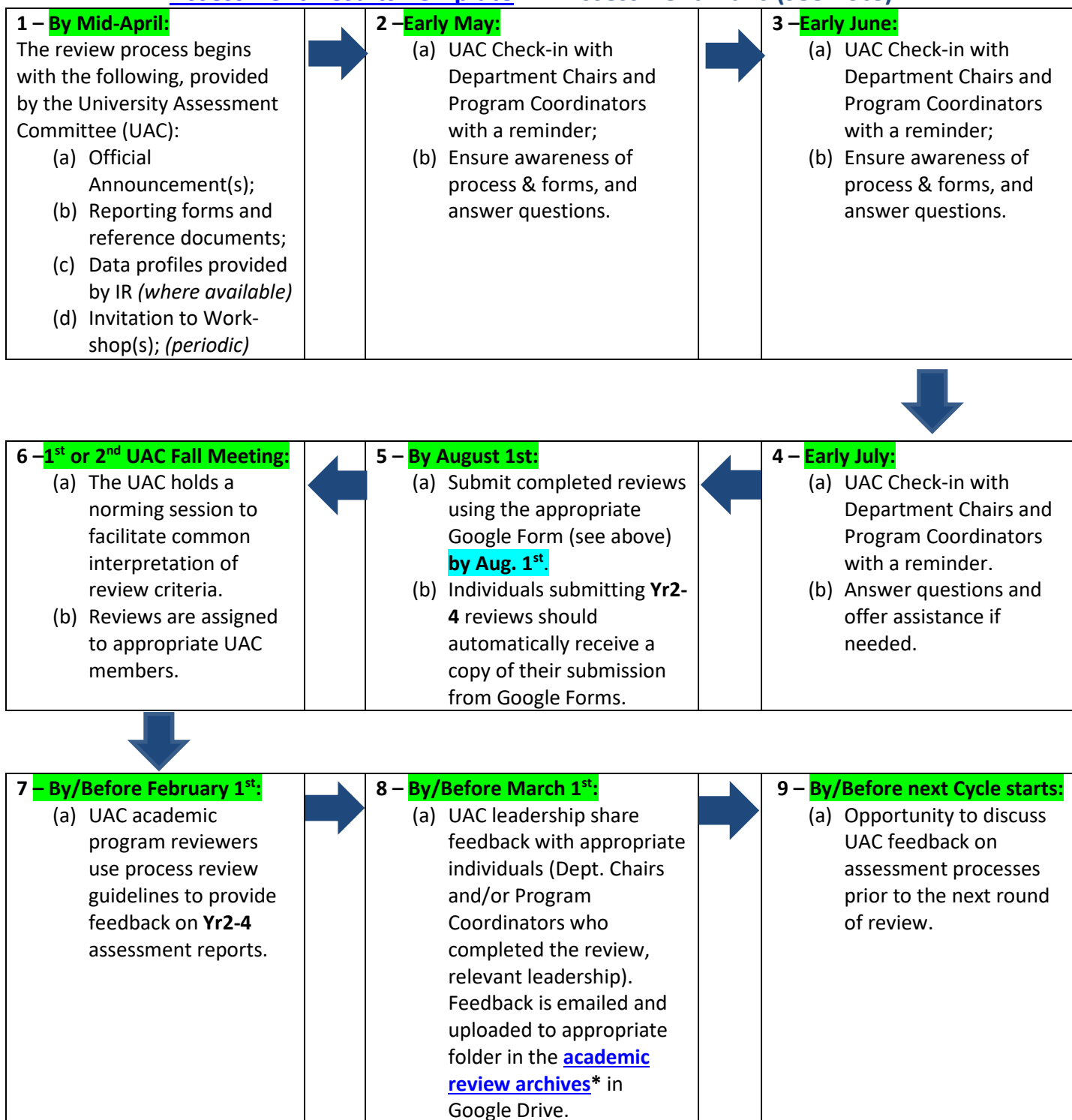
A review schedule can be found on the [UAC Academic Program Review Page](#)

(AY 2023-2024)

Forms: [Year 2](#)   Year 3   Year 4

[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 Work-shop(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.	**5 – By August 1st:** (a) Submit completed reviews using the appropriate Google Form (see above) **by Aug. 1ˢᵗ**. (b) Individuals submitting **Yr2-4** reviews should automatically receive a copy of their submission from Google Forms.	**4 – Early July:** (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 **Yr2-4** assessment reports.	**8 – By/Before March 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.

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

**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.