

Program Review Calendar: Educational Unit (including Degree Programs)

2011-2012 Cycle

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Month	Action Item	Person(s)/Dept. Responsible for completing Action Item.
Mar./Apr. 2011	Program Review Begins	
Mar. 21	Programs receive notification of participation in Program Review	IRPE
April 4-18	1 ½ hour program review orientation workshops	IRPE
April 22	Identify self-study committee and submit to IRPE	Educational Units
April 25	Required of all non-accredited degree programs/units: initiate search for External Reviewer (ER) from peer institutions/program(s).	Deans and Dept. Chairs
May /Jun. 2011	Applicable to non accredited degree programs/units: Confirm External Reviewer	
May 5	Required of all non-accredited degree programs/units: Units Submit at least 2 Reviewers must be <u>external to the University</u> ; include vitae	Deans and Dept Chairs
June 1	Finalize external consultants and confirm with IRPE	Dean—Dept. Provost—College
June 17	Colleges/departments confirm with IRPE dates of external consultant(s) visits in February-March -- Required of all non-accredited programs.	Deans and Dept Chairs
Jul./Aug. 2011	Degree Programs/Educational Units Work on Self-Studies	
Aug. /Sept. 2011	Degree Programs/Educational Units Work on Self-Studies	
1 st Senate Meeting of the year	Call for UK's External Review Committee Reps for college-level reviews.	Provost and Senate Chair
Sept. 30	Confirm External Reviewer Committee membership and notify IRPE	Provost-Colleges Deans-Depts.
Oct. 2011	Degree Programs/Educational Units Complete Self-Studies	
14	Complete and submit degree program/educational unit self-study to appropriate department/office for review.	Program Review Coord. , self-study committee, etc.
21	Degree program/educational unit self-studies are reviewed by the college level administration	Dean, Assoc. /Asst. Dean, & Dept. Chair
28	College releases degree program/educational unit self-studies for IRPE review & approval	Dean, or Assoc./Asst Dean

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Nov./Dec. 2011	Degree Programs/Educational Units prepare for External Reviewer(s) and/or UK's External Review	
Nov. 1-30	External Review Committees plan itineraries for External Reviewers (if applicable)	Unit Program Review Coord. or designated person
Nov. 11	Educational Unit/degree program self studies are reviewed and approved for release for external review	IRPE
Nov. 14	College releases self-studies to External Reviewer(s) and/or UK's External Review Committee	Dean, or Assoc./Asst. Dean
Nov. 18	UK's External Review Committee convenes first ERC meeting	Dean, or Assoc./Asst. Dean
Dec. 16	Colleges confirm External Review Committee itineraries	Assoc./Asst. Dean Dept. Chair/Unit Head Program Review Coord.
Jan. 2012	Prepare for External Review Committee and/or External Reviewer(s) Visit	
	IRPE request update on program review progress	Educational Units IRPE
Feb./March 2012	External Review Committee and/or External Reviewer(s) Conduct Reviews	
	External Reviewer(s) visit (if applicable) and are joined with college/department UK's External Review Committees (ERCs)	External Review Committees
Apr. 2012	External Review Committee and/or External Reviewer(s) Complete and Submit Reports	
6	All External Reviewer(s) submit report—if applicable	External Consultant (s)
13	External Review Committee (ERC) Integrates External Reviewer(s) report(s) into its final report ; and ERC submits to Unit head & appropriate unit head supervisor(s)	External Reviewer Committee
27	Dean and Provost respond to ERC Reports; submit to IRPE	Provost—colleges Deans—depts.
June 2012	Degree Program/Educational Units Complete and Submit ALL Final Program Review Documents	
1	Implementation Plan approved and submitted to IRPE For Implementation Plan template, go to: http://www.uky.edu/IRPE/ie/program_review.html	Dean, Assoc. Dean Dept Chairs/Unit Head
1	Submit final program review documents—Program self-studies, External Review Committee Reports—to Mia Alexander-Snow (mia.alexander-snow@uky.edu) Director for Planning and Institutional Effectiveness AND copy Connie Vaughn (csvaug1@email.uky.edu)	Dean, Assoc. Dean Dept Chairs/Unit Head Program Review Coord.

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