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| Program Reviews are intended to reflect the continuous review work of programs. Therefore, it is expected that the items programs are asked to reflect on in the self-study are discussed at frequent intervals during the review cycle. The table below outlines the tasks to complete a 7-months out from your program’s self-study due date. It is likely some of the work under tasks has been completed earlier in the review cycle and your work that month is compiling and reviewing. | | |
| **Month and Year** | **Task to Complete** | **Notes on Program (completed by program):** |
| April 2024 | Attend Program Review Q&A meeting for self-studies due in 2024.  Review status of self-study and what still needs to be completed.  If possible, delegate responsibility for completing sections among program. |  |
| May 2024 | Note any sections that are a challenge to complete, and that you need addition time, or resources, to address.  Create a plan to complete the self-study for the October 1, 2024 due date. |  |
| Summer 2024 | Should you choose to spend time during the summer working on the self-study, complete the sections that do not require significant time or resources (e.g., mission and general information). The IRAP office is available all year to assist.  A draft of the self-study should be complete to share with the entire program, Department, and College leadership by September. |  |
| September 2024 | At first fall meeting, share the self-study draft with the faculty and staff in the program. Explain timeline and process moving forward. |  |
| October 2024 | Submit to the College Dean via the Program Review Portal for their review and feedback. The Dean will send the self-study back to the author to address any recommended edits and/or changes. |  |
| November 2024 | Submit to the IRAP Office via the Program Review Portal.  The program review committee works in teams of 4-5 to complete the review of the self-study report. The reviews take place through January. The review team will meet with the program in the Spring, between February and May for a face-to-face meeting to discuss results of the review team’s finding. |  |