EXTERNAL PROGRAM REVIEW
Departmental/Program Steering Committee Process

1 Month - 6 Weeks | 4 - 6 Months | 4-6 Weeks | 1-2 Months | Visit | +30 Days | + 1 Yr … | +7 Yr
---|---|---|---|---|---|---|---
Organize the Study | Coordinate the Self-Study Process | Produce Draft | Obtain Reactions | Produce Report | Results | Using the Results

- Agree on focus/process to be reviewed
- Review self-study guidelines
- Review any professional standards
- Initial list of strengths and problems
- Present timeline
- Identify resources for site visit
- Identify initial data needs
- Assign workgroups
- Develop list of external reviewers
- Establish mechanism for coordination and communication
- Create Outline

Orientation → Work Groups → Write Draft; Present to Steering Committee

Review Process, Goals, Standards

Review Plan

Review Data

Submit Draft to EPRC (Have a rep from COGS read, if reviewing any grad programs)

Final Draft of Self-Study Report

Report to Reviewers

Results Arrive

30 days later
Meet with Provost

Complete Online EPR Form

Recommendations to administration

Strategic Changes

Annual Progress Reports

Continuing Data Collection

Existing Data Collection

Prepared by:
Jane Baillargeon
Institutional Research and Assessment
Jane/EPR/Procedures/Steering C Process 12_13