

Timeline for Comprehensive Program Assessment

<u>Timeline</u>	<u>Checklist</u>	<u>Responsible People</u>
12 months before the visit	<ul style="list-style-type: none"> ✓ Decide the focus of the Comprehensive Program Assessment (see key questions for Academic, Administrative, or College Program units). ✓ Outline the timeline for the self-study and visit 	Department head/director, dean/AVP, VP and departmental faculty/staff
12 months before the visit	<ul style="list-style-type: none"> ✓ File a funding proposal with the Office of Research, Planning and Assessment 	Department head/director
8 to 12 months before the visit	<ul style="list-style-type: none"> ✓ Plan data needs for the self-study ✓ Decide which institutional data are relevant to the Comprehensive Program Assessment 	Department head/director, assessment liaison, RPA director and analysts
4 to 8 months before the visit	<ul style="list-style-type: none"> ✓ Decide on internal and external reviewers 	Department head/director, dean/AVP, VP
4 to 8 months before the visit	<ul style="list-style-type: none"> ✓ Contact external reviewer(s), set dates for on-site visit and specify compensation in writing 	Department head/director
4 to 8 months before the visit	<ul style="list-style-type: none"> ✓ Gather, review and summarize data for self-study 	Department head/director, assessment liaison
2 to 6 months before the visit	<ul style="list-style-type: none"> ✓ Write the self-study report ✓ Make on-campus arrangements for visit ✓ Help external reviewers with travel plans 	Department head/director, and departmental faculty/staff
2 to 4 weeks <i>before</i> visit	<ul style="list-style-type: none"> ✓ Finalize self-study report 	Department head/director, dean/AVP, VP and departmental faculty/staff
Within 2 to 4 weeks <i>before</i> visit	<ul style="list-style-type: none"> ✓ Send final self-study report to reviewers ✓ Provide additional information as needed for external reviewers ✓ Invite groups of constituents to sessions 	Department head/director

	with reviewers	
The week of the visit	✓ Confirm all local arrangements	Department head/director
Within one month <i>after</i> visit	✓ Reviewers send Department Head/Director and supervisors their report	Internal and external reviewers
June 1 of fiscal review year	✓ Complete all cash advance and check requisition forms and send to RPA for budget number and signature including honorarium(s)	Department head, director of RPA
Within 6 months of receiving reviewers' report	<ul style="list-style-type: none"> ✓ Discuss review within department and with supervisor ✓ Complete action plan to address recommendations in reviewers' report 	Department head/director, departmental faculty/staff, dean/AVP, VP
Within 12 months after visit	✓ Discuss action plan with CIE	Department head/director, departmental faculty/staff, dean/AVP, VP; CIE
Annually	✓ Report actions/improvements that continue to result from the last Comprehensive Program Assessment in the annual Continuous Improvement Report.	Department head/director, faculty; assessment liaison; director of RPA