

Instructional Comprehensive Program Review: Timeline of Completion

FIRST SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
February	<input type="checkbox"/> Attend the Institutional Effectiveness Committee's CPR Orientation. <input type="checkbox"/> Arrange for a one-hour meeting in March/ April with PRIE and all full-time program faculty/ staff and relevant stakeholders about program data, including PRIE's insights. E-mail Becky Threewit with three meeting options.	
March	<input type="checkbox"/> Attend the Curriculum Workshop co-hosted by the Curriculum Committee, forging a plan for the curricular updating, including course sequencing recommendations for degrees/ certificates.	
	<input type="checkbox"/> Attend the IEC's CPR work session on the Access and Effectiveness program data.	
March/ April	<input type="checkbox"/> All full-time faculty meet with PRIE to discuss program data, including PRIE's insights. <i>Request additional data if needed by June.</i>	
April	<input type="checkbox"/> Attend the current cohort's CPR Share-Outs on the second Monday in April (Optional).	
May	<input type="checkbox"/> By May 1, meet with your dean to discuss your draft responses to the Access and Effectiveness sections of the CPR.	
	<input type="checkbox"/> Enter and review course assessment results for courses that were assessed the past year. Update CPR outcomes responses as needed.	

SECOND SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
August	<input type="checkbox"/> Continue updating course outlines of record (CoRs), per the Curriculum Committee's submission schedule.	
August/ Early September	<input type="checkbox"/> If not addressed in the first semester, meet with PRIE to determine and plan for the student input component. Surveys should be administered or focus groups conducted by the end of the fall semester (4.G).	
September	<input type="checkbox"/> By September 25, meet with your dean to discuss your draft responses to the Background, Current Status and Key Findings sections of the CPR.	
October	<input type="checkbox"/> Attend the IEC's CPR work session/ consultation.	
	<input type="checkbox"/> By October 30, meet with your dean to discuss your draft responses to key findings, status updates for current goals and new goals-- including optional resource requests, and mapping of program goals to the Education Master Plan.	
November	<input type="checkbox"/> Attend the IEC's work session/ consultation on program goals and how they emerged from the evaluation of your program's effectiveness (Improvement Platform's 'Step 2: Goals and Resource Requests).	
	<input type="checkbox"/> Optional Resource Request: By November 15, submit the Annual Resource Request via the Improvement Platform's 'Step 2: Goals and Resource Requests.' Work with your dean to complete the resource request and forge a plan to complete the forms needed for personnel and facilities requests if approved for funding.	

THIRD SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
January	<input type="checkbox"/> By January 29, submit the full CPR draft in the Nuventive Platform and meet with your dean to discuss it.	
February	<input type="checkbox"/> Consult with the IEC CPR Team for formative oral and written feedback on your CPR Draft, and revise as needed.	
February/ March/ April	<input type="checkbox"/> Create the CPR poster for the Share-Outs.	
March/ April	<input type="checkbox"/> On the Friday before spring break or by April 1, whichever comes first, submit the final CPR draft in the Nuventive Platform.	
April	<input type="checkbox"/> For the second Monday in April, designate a faculty member to represent your program at the CPR Share Outs. Rally the team and invite colleagues to learn more about and support your program!	

Red- IEC Workshops/ Consultations

Bold- Due Dates/ Dean Consultations