# PAINLESS PROGRAM REVIEW EVALUATION PROCESS CHECKLIST

The following directions should be helpful in reducing the number of self-inflicted injuries due to Program Review:

<table>
<thead>
<tr>
<th>Program:</th>
<th>Date:</th>
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## PROCESS

<table>
<thead>
<tr>
<th>Step</th>
<th>Person Responsible</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>VPI/Office of Instruction</td>
<td>Identify programs to be reviewed</td>
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<tr>
<td>2.</td>
<td>Division Chair</td>
<td>Notify Department and faculty involved and provide template information; establish a faculty contact person</td>
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<td>3.</td>
<td>Division Chair</td>
<td>Delineate parties responsible for completing template’s sections with deadlines for each</td>
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<td>4.</td>
<td>Division Chair, Faculty, Division Assistant</td>
<td>Establish/Confirm Program Review timeline; submit to Office of Instruction and appropriate Dean</td>
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### Timeline:

**At least three months before:**
- Set date for program review
- Confirm date with VPI and Dean
- Notify faculty of date
- Select faculty contact person
- Select and contact team members
- Create and mail review team invitation letters (and supervisor letters, if applicable)
- Submit timeline to the Office of Instruction and the Office of Institutional Effectiveness

### Notes:

**Two Months Before:**
- Assign portions of review document to the various parties for completion
- Set date for completion of documents
- Reserve location for team to meet
- Reserve hotel room(s) for team, if applicable
- Make meal arrangements if applicable
- Create daily schedule for review team/faculty/chair/Dean/VPI
- Begin collecting, copying and/or providing links to additional information:
  - Strategic Plan
  - Program Outline
  - Tool List (if applicable)
  - Information from Office of Institutional Effectiveness
  - Assessment
  - Accreditation Report/Update
  - Course Descriptions
  - Student Exit Surveys
  - Advisory Committee List
  - Program Outcomes
  - Current Year Syllabi
  - Employer Surveys
  - Minutes from the last three advisory meetings (if applicable)
- Have Faculty Contact, Division Chair, and Dean sign the college signature page
- Create instruction letter for team members to go with materials mailed to them
- Include in packet the instruction letter, college signature page, campus map, parking permit, schedule, program review guidelines, review document, thumb drive and/or CD containing report document, team report signature page, and reimbursement payment request (if applicable)
- Prepare mailing labels and padded envelopes for mailing team materials
- Send documents to Copy Center to be spiral-bound

### One Month Before: plane ticket, Holiday Inn Express, 
- Mail and/or deliver completed packets to:
  - Team Members
  - Division Chair
  - Dean
  - Vice President of Instruction
- Purchase and wrap “Thank You” gifts for review team members
## Counting Down and Gearing Up to the Day Of:
- □ Set up meeting space
- □ Provide coffee and water
- □ Provide laptop to team
- □ Supply pens/pencils/note pads
- □ Schedule faculty/others to meet with review team (as necessary)
- □ Schedule student(s) to meet with review team (as necessary)
- □ Have team members sign off on their report on the appropriate signature page
- □ Collect expense reports upon completion of review, if applicable (mileage based on the cheaper of the two – auto or air)
- □ Collect team report (on thumb drive and/or CDs)
- □ Collect all materials, including thumb drives and/or CDs
- □ Distribute “Thank You” gifts to team

### Follow-up:
- □ Create Action Plan (Faculty and Chair)
- □ Turn in expense reports for reimbursement (if applicable)
- □ Make an appointment to meet with VP of Instruction to discuss Action Plan
- □ Send Section 7 – Assessment to the Student Learning Outcomes Assessment and Accreditation Coordinator
- □ Mail thank you notes to team members
- □ Electronically send completed Program Review to the VP of Instruction

- □ Establish external review team criteria – Lloyd needs to talk to Jay about this

## For Assistance:
- □ For data information for sections 3 – 5, Division Assistant works with Office of Institutional Effectiveness
- □ For completing sections 6 – 10, Division Chair delegates to Division members

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<td>5.</td>
<td>Review Team</td>
<td>Arrives and completes review</td>
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<tr>
<td>6.</td>
<td>VPI, appropriate Dean</td>
<td>Follow up meeting, development of action plan</td>
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<td>7.</td>
<td>Review Team</td>
<td>Signs off on review</td>
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<tr>
<td>8.</td>
<td>VPI, appropriate Dean</td>
<td>Signs off on review</td>
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