# Program Review Checklist

## SELF-STUDY ITEMS

- Working with the Academic Project Manager, select a date for site visit by March 1 of the previous year for your review.

- Provide reviewer recommendations (3-6) to the Academic Projects Manager by April 30th the year previous to the review.

- The Academic Projects Manager will send invitations on behalf of the Provost.

- Create Program Review ePortfolio using program review template (requires login [here](#)).

Conduct, create, and submit the Self-Study to the Academic Project Manager and Associate Provost for Assessment and Accreditation at least 45 days prior to the visit which includes:

- Collect evidence of student work for PLO’s and ILO’s/Pull from your existing annual assessment portfolio
- Collect evidence of curricular alignment (curricular alignment form)
- Complete program comparison and competition form
- Complete student demographics, retention, and graduation form
- Complete course evaluations
- Complete record of assessment activities and document how they are regularly used to improve student learning
- Collect faculty CV’s and complete faculty demographics form

## PREPARATION ITEMS

- Schedule rooms for discussions with students, staff, and faculty

- Create a schedule for the visit (see template and sample visit documents [here](#) under Phase Two) and provide copy to each reviewer upon arrival

- Inform program’s students, staff, and faculty about the site visit and prepare them to participate in the review

- Designate a private and secure space for reviewers to work with appropriate equipment

- Complete Honorarium checklist form and submit only via email to Business Office - [BusinessOffice@otis.edu](mailto:BusinessOffice@otis.edu) and Maria Bialy – [mbialy@otis.edu](mailto:mbialy@otis.edu) (cc [mpenkala@otis.edu](mailto:mpenkala@otis.edu) as well)
  Fill out and submit the Travel & Expense form to Tamiko Price in Business office.

- European Travel Agent will send a T&E number. Book Custom Hotel if needed.

- Book restaurant for evening before day of review/meeting
## Program Review Checklist

<table>
<thead>
<tr>
<th>AFTER PROGRAM REVIEW STEPS</th>
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<tbody>
<tr>
<td>☐ Pat yourself on the back for a job well done!</td>
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<tr>
<td>☐ External reviewers send report within 30 days of review to the Associate Provost for Assessment and Accreditation and the Provost</td>
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<td>☐ Department Chair (and Assistant Chair if appropriate) meet with Provost and Associate Provost of Assessment and Accreditation to go over the report</td>
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<td>☐ The Department constructs a response to the External Review using the “Self Study Report: Overview of Proposed Changes” form no later than 45 days after the external review report is received and submits to the Provost and Associate Provost for Assessment and Accreditation. The APA schedules presentation to the Assessment Committee</td>
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<td>☐ Contact Visual Resource Center in the Library to request the removal of reviewer’s access to the e-portfolios and request the archiving of program’s e-portfolio’s.</td>
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<td>☐ Assessment Committee will annually review progress with the department</td>
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