

Accredited Programs Timeline

Academic Program Review (APR) for Baccalaureate Programs Academic Years 2007-2008 and 2008-2009 Cycle

Target Date for Completion	Activity for Accredited-Programs	Responsible Party(s)
3/3/08	Date for programs scheduled for external review in this cycle are confirmed by Academic Programs Office	Vice Provost
for 5/12/08 deadline	Nominations for internal reviews are submitted to Dean then to Senate Chair for approval by Senate	Dept. Head/Chair, Senate Chair
as specified by accrediting agency	Program notifies Academic Programs Office of external site visit team assigned by accrediting body	Dept. Head/Chair
4/14/08	Separate Institutional report requirements are proposed, if necessary, by Vice Provost, negotiated with Dept. Head/Chair and approved by Vice Provost	Dept. Head/Chair, College Dean, Vice Provost
5/12/08	Appointment of internal team member is finalized. Academic Programs Office is notified.	Dept. Head/Chair
as specified by accrediting agency	Program conducts self study and compiles report for accrediting agency (with possible separate institutional requirements).	Dept. faculty
in a timely fashion to meet accrediting agency deadlines	Draft self-study report reviewed by Vice Provost for accuracy of university-related information.	Dept. Head/Chair
as specified by accrediting agency	1-2 day site visit is scheduled by Dept. Head/Chair in consultation with Academic Programs Office for entrance and exit meetings with Provost and Vice Provost	Dept. Head/Chair
as specified by accrediting agency	1-2 day site visit conducted by Review team	Dept. Head/Chair

Target Date for Completion	Activity for Accredited-Programs	Responsible Party(s)
Within 3 weeks of site visit	Internal reviewer submits draft review report to Vice Provost. Academic Programs Office distributes draft report to Dean and Dept. Head/Chair	Review Team, Vice Provost
Within 4-5 weeks of site visit	Review of report for errors of fact or significant omissions is conducted by Dept. and Academic Programs Office is notified of errors. Internal reviewer is contacted.	Dept. Head/Chair
Within 6 weeks of site visit for internal; as specified by accrediting agency for external	Vice Provost obtains a final version of the report from the internal reviewer for distribution to Dept. Head/Chair and College Dean. Academic Programs Office receives a copy of the accreditation team report from Dept. Head/Chair	Internal reviewer, Vice Provost, Dept. Head/Chair
depending on date of accrediting team response	Working meeting is scheduled by Academic Programs office and held to discuss report and outline an action plan for program improvement (Action plan preparation mtg.)	Action Plan Preparation Meeting attendees: Dept. Head/Chair, Dept. faculty, Dean, Associate Dean, Vice Provost
April 2009-May 2009	Final action plan is submitted to College Dean and Vice Provost	Dept. Head/Chair
May 2009-June 2009	Academic Programs Office schedules a meeting with the Provost, Dept faculty, College Dean, Vice Provost for adoption of the action plan (Action Plan Adoption meeting)	Action Plan Adoption Meeting: Dept. Head/Chair, Dept. faculty, Dean, Associate Dean, Vice Provost and Provost
June 2010	Dept. Head/Chair submits annual progress report on implementation of action plan and resulting outcomes to College Dean and Academic Programs Office	Dept. Head/Chair
August 2010	Vice Provost provides feedback on progress report to Dept. Head/Chair	Vice Provost

If you have any questions, please contact Delores Lencioni in Academic Programs 756-7299.

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