

## Class of 2015-16

### UCF Academic Program Review (APR) Cycle and Tentative Schedule

<b>March 2015</b>	colleges review seven-year APR schedule; contact academic affairs (AA) with any concerns
<b>April/May 2015</b>	college and program representatives attend AA program review orientation
<b>May 29, 2015</b>	college submits recommendations for external consultants to AA for Program Review Committee (PRC) consideration (format provided by AA)
<b>June 12, 2015</b>	deadline for college, AA, and Institutional Knowledge Management (IKM) to jointly resolve APR trend data questions
<b>June and July 2015</b>	PRC reviews and ranks consultant nominations; AA procures consultants
<b>July 3, 2015</b>	supplemental review materials due to AA (send via USB, CD, or DVD to Coral Rojas in MH-338), including, as applicable: current faculty CVs; college and department strategic plans; representative sample of course syllabi, program handbook(s); faculty annual evaluation standards and procedures; faculty workload policies; promotion and tenure standards; most recent program accreditation or certification results and recommendations; representative sample of UG and grad theses and dissertations, other supplemental review materials (see complete list provided by AA)
<b>July 17, 2015</b>	college submits reports of major program changes since last review (for BOG) and response to recommendations from prior review (for BOT) to AA (format provided by AA)
<b>August 7, 2015</b>	IR re-releases APR trend data to include refreshed/missing 2014-15 data
<b>August 14, 2015</b>	graduate faculty (re-)nominations due to College of Graduate Studies (renewal required for all) ( <i>contact: Dr. Jana Jasinski and Ms. Barbara Rodriguez Lamas</i> )
<b>September 4, 2015</b>	college submits <i>Contributing Faculty Activity Worksheet(s)</i> to AA
<b>October 2, 2015</b>	college submits self-study report(s) to AA
<b>October 2015</b>	AA disseminates review materials to consultants
<b>November 20, 2015</b>	2014-15 institutional effectiveness results and 2015-16 institutional effectiveness plans due to AA for dissemination to consultants
<b>Fall 2015 and early Winter 2016</b>	consultant site visits (itineraries finalized sufficiently in advance of visit)
<b>February and March 2016</b>	AA disseminates consultant reports to units
<b>March 2016</b>	colleges and PRC separately review materials and prepare for discussion of program strengths, weaknesses, and recommendations*
<b>April and May 2016</b>	PRC meetings with college dean and dean's guests to develop final recommendations
<b>May 2016</b>	PRC finalizes recommendations for provost's review
<b>June/July 2016</b>	college dean discusses recommendations with provost or designee during standing appointment
<b>September 2016</b>	AA submits review results summaries to UCF Board of Trustees' (BOT) Educational Program's Committee (EPC) – dean should plan to attend in case of questions
<b>December 2016</b>	AA submits review results summaries to Florida Board of Governors
<b>Summer/Fall 2017</b>	dean provides implementation status update to EPC (requires completion of a brief status report approximately six weeks prior, in a format provided by AA)

\*Prior to spring PRC meetings, colleges should work with department leadership to review self-studies, program review trend data, and consultants' reports. Please consider the five elements of program review (centrality, quality, comparative advantage, demand, and cost) and be prepared to discuss program strengths, weaknesses, and recommendations for program improvement.