

Class of 2016-17
UCF Academic Program Review (APR) Cycle and Tentative Schedule

March 2016	colleges review seven-year APR schedule; contact academic affairs (AA) with any concerns
March/April 2016	college and program representatives attend AA program review orientation
May 27, 2016	college submits recommendations for external consultants to AA for Program Review Committee (PRC) consideration (format provided by AA)
June 10, 2016	deadline for college, AA, and Institutional Knowledge Management (IKM) to jointly resolve APR trend data questions
June and July 2016	PRC reviews and ranks consultant nominations; AA procures consultants
July 1, 2016	supplemental review materials due to AA (send via USB 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)
July 15, 2016	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)
August 5, 2016	IR re-releases APR trend data to include refreshed/missing 2015-16 data
August 12, 2016	graduate faculty (re-)nominations due to College of Graduate Studies (renewal required for all) (<i>contact: Dr. Jana Jasinski and Ms. Jessica Cheatwood-Alvarez</i>)
September 2, 2016	college submits <i>Contributing Faculty Activity Worksheet(s)</i> to AA
October 7, 2016	college submits self-study report(s) to AA
October/November 2016	AA disseminates review materials to consultants
November 18, 2016	2015-16 institutional effectiveness results and 2016-17 institutional effectiveness plans due to AA for dissemination to consultants
Fall 2016 and early Winter 2017	consultant site visits (itineraries finalized sufficiently in advance of visit)
February and March 2017	AA disseminates consultant reports to units
March 2017	colleges and PRC separately review materials and prepare for discussion of program strengths, weaknesses, and recommendations*
April and May 2017	PRC meetings with college dean and dean's guests to develop final recommendations
May 2017	PRC finalizes recommendations for provost's review
June/July 2017	college dean discusses recommendations with provost or designee during standing appointment
September 2017	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
December 2017	AA submits review results summaries to Florida Board of Governors
Summer/Fall 2018	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.