



## Academic Program Review (APR) Cycle and Tentative Schedule Class of 2018-19 (CECS and COP)

<b>March 2018</b>	colleges review seven-year APR schedule; contact academic affairs (AA) with any concerns
<b>March 2018</b>	college attends review planning session with AA coordinating team; college submits Summary of Specialized Accreditation Findings to AA, if applicable
<b>April 2018</b>	program representatives attend AA program review orientation
<b>May 25, 2018</b>	college submits recommendations for external consultants to AA for Program Review Committee (PRC) consideration (format provided by AA)
<b>June 2018</b>	Program directors attend a required Academic Analytics training hosted by Institutional Knowledge Management (IKM) to assist with benchmarking reflection in self-study reports
<b>June 8, 2018</b>	deadline for college, AA, and IKM to jointly resolve APR trend data questions
<b>June 15, 2018</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>June and July 2018</b>	PRC reviews and ranks consultant nominations; AA procures consultants
<b>July 13, 2018</b>	supplemental review materials due to AA (transmission instructions forthcoming from AA); see complete list of required materials provided by AA  deadline to submit updated faculty teaching qualifications discipline description (statement of good teaching qualifications practices in the field) to Academic Program Quality (submit document and questions to Brett.Morrison@ucf.edu)
<b>August 3, 2018</b>	IR re-releases APR trend data to include refreshed/missing 2017-18 data
<b>August 10, 2018</b>	college submits <i>Contributing Faculty Activity Worksheet(s)</i> to AA (submit to Coral.Rojas@ucf.edu) graduate faculty (re-)nominations due to College of Graduate Studies (renewal required for all) (contact: Ms. Emily Stettner)
<b>October 5, 2018</b>	college submits self-study report(s) to AA
<b>October/November 2018</b>	AA disseminates review materials to consultants
<b>November 16, 2018</b>	2016-17 institutional effectiveness results and 2018-19 institutional effectiveness plans due to AA for dissemination to consultants
<b>Winter 2019</b>	consultant site visits (itineraries finalized sufficiently in advance of visit)
<b>February and March 2019</b>	AA disseminates consultant reports to units
<b>March and April 2019</b>	colleges and PRC separately review materials; college leadership collaborates with programs to develop draft list of program strengths, weaknesses, and recommendations for PRC review*
<b>May and June 2019</b>	PRC reviews and evaluates draft lists submitted by college and finalizes review results for provost's review
<b>July 2019</b>	AA disseminates the final review results to the colleges for distribution to the programs
<b>September 2019</b>	AA submits review results summaries to UCF Board of Trustees' (BOT) Educational Program's Committee (EPC) – dean and chair/director should plan to attend in case of questions
<b>December 2019</b>	AA submits review results summaries to Florida Board of Governors
<b>Fall 2020</b>	dean and chair/director attend EPC meeting to provide implementation status update (requires completion of a brief status report approximately six weeks prior, in a format provided by AA)

\*In developing your lists, please consider the following program factors, as appropriate: quality; distinctiveness/comparative advantage; cost/financial health; market need and student demand; and centrality to college, university, and SUS mission. Please also consider the Collective Impact Strategic Plan and its key metrics.