



Academic Program Review (APR) Cycle and Tentative Schedule College of Business - Class of 2018-19

March 2018	colleges review seven-year APR schedule; contact academic affairs (AA) with any concerns
March 2018	college attends review planning session with AA coordinating team; college submits Summary of Specialized Accreditation Findings to AA, if applicable
April 2018	program representatives attend AA program review orientation
June 2018	program directors attend a required Academic Analytics training hosted by Institutional Knowledge Management (IKM) to assist with benchmarking reflection in self-study reports
June 8, 2018	deadline for college, AA, and IKM to jointly resolve APR trend data questions
June 15, 2018	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)
July 13, 2018	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)
August 3, 2018	IR re-releases APR trend data to include refreshed/missing 2017-18 data
August 10, 2018	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)
October 5, 2018	college submits self-study report(s) to AA for university Program Review Committee (PRC) review
October/November 2018	college and program leadership meet with PRC to discuss program strengths, weaknesses, opportunities, and threats/vulnerabilities
February 28, 2019	deadline for college to submit draft list of program strengths, weaknesses, and recommendations for PRC review* (college leadership should consult with programs in developing the lists)
March and April 2019	PRC reviews and evaluates draft lists submitted by college and finalizes review results for provost's review
May 2019	AA disseminates the final review results to the colleges for distribution to the programs
September 2019	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
December 2019	AA submits review results summaries to Florida Board of Governors
Fall 2020	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.