



ACADEMIC PROGRAM REVIEW SCHEDULE

CLASS OF 2020–21

College	College of Community Innovation and Education
College Contact(s)	Roanne Brice, Roanne.Brice@ucf.edu
Academic Program Quality (APQ) Contact	Em Troilo, Em.Troilo@ucf.edu

<input checked="" type="checkbox"/>	Day	Due Date	Action Item
<input type="checkbox"/>	W	01/29/20	College attends planning meeting with Academic Program Quality (APQ)
<input type="checkbox"/>		01/30/20 - 03/03/20	College reviews seven-year program review schedule and, in collaboration with APQ, finalizes list of programs to be reviewed
<input type="checkbox"/>	M	04/13/20	Program/unit representatives attend program review orientation meeting (via Zoom)
<input type="checkbox"/>	F	05/15/20	Programs/units submit recommendations for external consultants (planner task #1) to college via Teams College reviews via Teams by 05/22/20
<input type="checkbox"/>		06/01/20–07/31/20	PRC reviews and ranks external consultant nominations; APQ procures consultants
<input type="checkbox"/>	X	06/XX/20	Unit heads attend Academic Analytics training to assist with benchmarking reflection in self-study reports (Ph.D. programs only)
<input type="checkbox"/>	F	06/05/20	Programs/units submit completed intake forms to college via Teams: <ul style="list-style-type: none"> • implementation status updates since last review (planner task #2) • major changes since last review (planner task #3) • library resources and analysis report request (planner task #4) • combination program report (planner task #5) • summary of specialized accreditation findings (planner task #6) College reviews via Teams by 06/12/20
<input type="checkbox"/>	F	06/12/20	College, APQ, and Institutional Knowledge Management (IKM) resolve questions pertaining to program trend data
<input type="checkbox"/>	F	06/19/20 (new deadline TBD)	Ph.D. programs submit completed Academic Analytics benchmarking assignments (planner task #7) to college via Teams College reviews via Teams by 06/26/20
<input type="checkbox"/>	F	06/26/20	Programs submit <i>supplemental review materials</i> to college via Teams (planner task #8) College reviews via Teams by 07/10/20

<input checked="" type="checkbox"/>	Day	Due Date	Action Item
<input type="checkbox"/>	M	07/13/20 (new deadline TBD)	Program-level institutional Effectiveness (IE) Assessment Coordinators begin work on 2019–20 IE RESULTS and 2020–21 IE PLANS in OEAS Assessment located at assessment.ucf.edu
<input type="checkbox"/>	F	08/07/20	IKM rereleases program trend data to include refreshed/missing data from immediately preceding academic year; UCF Libraries releases resources and analysis report; APQ disseminates these to programs via Teams
<input type="checkbox"/>	F	08/07/20	Programs/units submit faculty qualifications items to college via Teams: <ul style="list-style-type: none"> • contributing faculty activity worksheets (planner task #9) • updated discipline descriptions (planner task #10) • graduate faculty re-nominations (planner task #11) College reviews via Teams by 08/14/20
<input type="checkbox"/>	F	09/18/20	Programs/units submit self-study reports and supplements (awards and professional service activity supplements) to college via Teams (planner task #12) College reviews via Teams by 10/02/20
<input type="checkbox"/>	W	11/18/20 (or before)	Programs complete and submit 2019–20 institutional effectiveness RESULTS and 2020–21 institutional effectiveness PLANS in OEAS Assessment located at assessment.ucf.edu
<input type="checkbox"/>	W	11/25/20	Roanne Brice submits pdf copies of all program 2019-20 IE Results and 2020-21 Plans to APQ via Teams (planner task #13)
<input type="checkbox"/>	M	11/30/20	APQ disseminates all program review materials to external consultants
<input type="checkbox"/>		01/11/21– 02/28/21	APQ, in collaboration with programs/units, hosts external consultant site visits
<input type="checkbox"/>		03/01/21– 03/31/21	APQ disseminates external consultant reports to college and programs; college, programs, and PRC review external consultant reports and other inputs
<input type="checkbox"/>		04/01/20– 05/31/20	PRC develops list of program strengths, weaknesses, and recommendations in collaboration with college and program leaders
<input type="checkbox"/>		06/01/21– 07/31/21	PRC finalizes program review results for review by provost or provost’s designee
<input type="checkbox"/>		08/01/21– 08/31/21	APQ disseminates final program review results to college and programs
<input type="checkbox"/>	F	12/31/21 (or before)	APQ submits summaries of final program review results to Florida Board of Governors
<input type="checkbox"/>	T	11/01/22	College submits preliminary implementation status update reports to APQ
<input type="checkbox"/>	M	09/02/24	College submits mid-cycle implementation status update reports to APQ