

*INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC)
PROGRAM REVIEW TIMELINE
2023-2024 CYCLE*

May / August 2023

Notification of Comprehensive/Mini Program Review send by email in May to deans of all Program Review areas to find out who the authors will be.

Email PR authors by August with relevant data set, PR template, feedback form, and PR timeline handout.

Send invitation to the PR authors by email in August to attend Program Review workshop on Fall PDD day.

Also, Email PR authors and deans at the end of August requesting meeting times for September.

September 2023

Emails will be sent informing those who are completing Program Reviews of their mentor by September 30.

September-November 2023

PR author/authors meet with dean, IEC chair and mentor in September-November to review the feedback form and PR data and template.

November / December 2023

Final Draft of Program Review is due

November 30, 2023

All Drafts submitted prior to the Nov 30 deadline will be received by the assigned mentor.

Feedback will be provided up to one week before the November 30 deadline.

For work submitted on time:

Mentor and a second reader will complete a feedback rubric. This rubric will be emailed to PR authors by the first week of the Spring 2024 Semester.

February / March 2024

All work based on feedback from mentors and second reader is due by Feb 21, 2024.

IEC will vote to approve or deny PR completed by the November 30 deadline at the March 4, 2024, meeting.

Only approved Program Reviews are eligible for possible funding by the EVC Budget Committee.

Approved Program Reviews will be forwarded to EVC College Council for final approval.

IEC Chair: Dr. Fahmida Fakhruddin

Please feel free to contact me if you have any questions or concerns about the process.