



SUNY
Cobleskill
Academic Program Review
Suggested Timeline

Month 1 (e.g., late August):

Program Review Leader (PRL) selected by program faculty.

- PRL to receive extra service pay or a stipend for leading this year long self-study process (amount to be determined by the Dean and Provost).

Download Program Review Self Study [template](#) from [Assessment webpage](#)

Gather data and write Self Study.

- Request program data from [Institutional Research](#)
- Program Assessment Plans and student learning outcomes data obtained from department records
- Departmental faculty contribute according to area of expertise

Month 3 (e.g., late November):

Complete Self Study document.

Faculty, Chair and Dean nominate possible external reviewers and submit short bios (name, title, organization, and relationship to SUNY Cobleskill) to PRL.

- Three external reviewers are recommended, choose among the following categories:
 - At least one Academic faculty member
 - At least one Professional in the field
 - Former students who have been out of the program for at least 10 years and are employed in the field
 - One Advisory Council member

Note: If reviewers are requested from a distance prohibiting a physical visit, consider an electronic review from their location.

PRL forwards all nominations (with bio's) to the Provost/VPAA for approval.

Deans will formally invite approved external reviewers to participate, asking them to contact the PRL and confirm their intention to serve.

Once all reviewers have responded affirmatively, the PRL schedules a date for the visit and begin scheduling required meetings on campus.

PRL works with external reviewers to select a Chair of that group. This Chair will be responsible for communication with the PRL, as well as ensuring the completion of the External Review Report.

Month 5 (*e.g., late January/early February*):

PRL assembles the External Review Packet to be sent to all reviewers. Packet will include the following (unless sent electronically):

- ✓ Cover letter from Provost/VPAA
- ✓ Statement that reviewers will receive \$150 honorarium and the Chair will receive \$200
- ✓ Contact list for external reviewers, PRL, secretary and the Provost/VPAA
- ✓ Completed Program Review Self Study document
- ✓ [External Reviewer Worksheet](#)
- ✓ Tentative itinerary for visit (updated copy should be given to them the day of the visit)
- ✓ External Reviewer Report Outline with a stated deadline for return
- ✓ Campus parking pass for date of visit
- ✓ Campus map

Month 6 (*e.g., March*):

External Review Team visits campus.

Suggested itinerary for visit:

- Welcome meeting with PRL
 - Team members sign [Honorarium](#) form for payment
- Team meets separately with:
 - Dean, Admissions and Provost/VPAA
 - Department and supporting faculty
 - Current students (from a 200-300 level major required course)
 - Alumni (optional)
 - Library, CASE and Student Success Center staff
 - Advisory Council members (optional)

- Team has private lunch (unless they request to meet with the PRL). All lunch arrangements need to be preapproved by the Provost Assistant.

Preferred: lunch in dining hall using Cobycards from Provost/VPAA office

- Acceptable: order lunch to be delivered from Pizza Shack, can be billed directly to the Provost/VPAA office when calling in the order
- Last choice: order lunch and request reimbursement from Provost/VPAA
- Team tours facilities, including classrooms, labs, library and student support areas.
- Team meets privately to summarize findings and plan External Review Report.
- Exit meeting held with External Review Team and program faculty to discuss preliminary findings, pose clarifying questions, and request more information if necessary.

Month 8 (e.g., late May/early June)

External reviewers submit [final report](#) to PRL.

Program faculty meets to review final report and respond with action plans.

PRL updates the [program review document](#) to include response to the External Review Report.

Updated Self Study document and a copy of the External Review Report forwarded to the Provost/VPAA.

Provost/VPAA will process Honorariums for reviewers upon receipt of the External Review Report.

Month 9 (e.g., late June)

Program faculty revise program assessment plan based on program review outcomes; submit along with annual assessment report to Institutional Research by the end of June.