<table>
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<tr>
<th>Year</th>
<th>Activities</th>
<th>Documents to be submitted</th>
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</table>
| 1    | • Submit your Seven-Year Program Review Report by September 20 (Fall of Year 1)  
     • Host an external reviewer site visit (Fall of Year 1)  
     • Meet with the Program Review Team to discuss your Seven-Year Program Review Report and their response to the report (optional).  
     • Based on your report findings and the Program Review’s team response identify several **Key Questions** to be included in the Action Plan for the next program review cycle.  
     • Meet with the Provost, Dean of Curriculum and Educational Effectiveness, and Team Leader to discuss your program review findings and the draft of your Action Plan.  
     • Hold a program review retreat to finalize your Action Plan (optional).  
     • Submit your Action Plan and Multi-Year Assessment Plan to the Dean of Curriculum and Educational Effectiveness by August 15 (Summer of Year 1)  
     • Celebrate the progress of your department. | • Seven-Year Program Review Report  
• Action Plan  
• Multi-Year Assessment Plan  
• Executive Summary for the Executive Team (optional)  
• Retreat agenda, detailed minutes and all retreat receipts for reimbursement |
| 2    | • Assess student learning in relation to one of your PLOs.  
     • Explore or begin exploring your Key Question(s).  
     • Submit your Annual Assessment Update Report by September 15. | | 
| 3    | • Assess student learning in relation to one of your PLOs.  
     • Explore your Key Question(s).  
     • Submit your Annual Assessment Update Report by September 15. | | 
| 4    | • Assess student learning in relation to one of your PLOs.  
     • Explore your Key Question(s).  
     • Submit your Annual Assessment Update Report by September 15. | | 
| 5    | • Assess student learning in relation to your last PLOs.  
     • Explore your last Key Question(s).  
     • Submit your Annual Assessment Update Report by September 15. | | 
| 6    | • Assess student learning in relation to your last PLOs.  
     • Explore your last Key Question(s).  
     • Submit your Annual Assessment Update Report by September 15. | | 
| 7    | • Participate in your program review cohort meeting with the Dean of Curriculum and Educational Effectiveness at the beginning of the Fall semester.  
     • Survey your alumni.  
     • Conduct a student focus group study (optional).  
     • Hold a program review report preparation retreat (optional).  
     • Collaboratively prepare and write your Seven-Year Program Review Report.  
     • **Identify potential external reviewers for your program and submit the** “External Reviewer Request and Authorization Form” **to the Dean of Curriculum and Educational Effectiveness by April 1 (Spring of Year 7)”** | • External Reviewer Request and Authorization Form  
• Retreat agenda, detailed minutes and all retreat receipts for reimbursement |