

Example Planning Documents

These examples are provided as reference for the Program Review Process

A-State Internal Timeline Worksheet

Program Name: _____

Name of Self-Study Chair: _____

Date Submitted: _____

Timeline Action	Important Dates
One-year prior to assigned site-visit year: Establish approximate date for site visit	Approximate site visit date is:
150 days prior to site visit: submit consultant recommendations to Provost	Submit consultant recommendation form to Provost Office by:
120 days prior to site visit: secure consultants	Secure consultants by:
60 days prior to site visit: send self-study draft to Office of Academic Affairs, Dean, and Department Chair	Draft of self-study report to Office of Academic Affairs by:
30 days prior to site visit: send self-study to consultants	Send final draft to consultants by:
14 days prior to site visit: establish site visit itinerary	Send itinerary to site consultant by:
30 days after site visit: receive consultants' report	Consultants' report received on:
Within 30 days of receiving consultants' report: develop implementation plan with Academic Affairs, Dean, Chair, and faculty, and write institutional response (Required by ADHE)	Response to consultants' report due on
Regardless of site visit date, all above steps completed	All steps completed by April 15 of the assigned academic year: 20____
Deliver self-study report, reviewers report, and implementation plan/institutional response to ADHE within six weeks of process completion	June 1 of the assigned academic year: 20____
One year after implementation: follow-up report on progress	Spring 20XX: Progress report due May 15, 20____

If needed, three years after implementation: follow-up report on progress	Spring 20XX: Progress report due May 15, 20_____
If needed, five years after implementation: follow-up report on progress	Spring 20XX: Progress report due May 15, 20_____

[A-State Internal Timeline Worksheet \(DOCX\)](#)

Data Request Form

Used to request institutional data for the self-study report. Includes metrics like enrollment, graduation rates, retention, course rotations, and survey data.

[Data Request Form \(DOCX\)](#)

Program Consultants Recommendation Form

Departments must submit their **consultant recommendations** to the Office of Academic Affairs **150 days prior to the anticipated site visit**. The submission should include:

- Four recommended consultants, ordered by preference. They should be a mix of faculty and administrators from peer and aspirant institutions.
- Curriculum vitae for each recommended consultant.

Each of the recommendations must include the following:

Name	
Position	
Institution	
Department	
Department Program	
Office Phone	
Cell Phone (if available)	
Email	

Rationale for Selection

Please discuss the following items:

- Consultant's professional experience
- How the consultant's institutional mission is comparable to A-State
- Why the consultant's program is of interest in developing/modeling A-State's program/s and how this interest aligns with A-State's program under review
- Comparable size of consultant's program/department
- Reasons why this program is aspirational for A-State

[Program Consultants Recommendation Form](#) (DOCX)

Program Review Site Visit Schedule/Agenda

Face-to-Face

Date of Visit

Reviewer Name:

Cell Phone:

Email:

Hotel:		Flight Arrival:		Flight Departure:	
Confirmation number:		Airline/Flight number:		Airline/Flight number:	

Activity	Date	Time	Location	Escort
Pickup from airport				
Dinner				
Meet with College Dean and Associate Dean/s				

Meet with Department Chair				
Meet with Faculty (without administration present)				
Lunch (this could be included with the student or faculty meeting)				
Meet with Students (without faculty present)				
Meet with external constituents (advisory council, alumni, employers, etc.)				
Exit Interview with: · Provost · AVC for Assessment and Accreditation · College Dean and Associate Dean/s · Department Chair				

[Program Review Site Visit Schedule/Agenda \(Face-to-Face\) \(DOCX\)](#)

Virtual

Date/s of Virtual Visit:

Lead Reviewer's Name:

Cell Phone:

Email:

Secondary Reviewer's Name:

Cell Phone:

Email:

Activity	Date	Time	Zoom Link
Meet with College Dean and Associate Dean/s			
Meet with Department Chair			
Meet with Faculty (without administration present)			
Lunch (this could be included with the student or faculty meeting)			
Meet with Students (without faculty present)			
Meet with external constituents (advisory council, alumni, employers, etc.)			
Exit Interview with: · Provost · AVC for Assessment and Accreditation · College Dean and Associate Dean/s · Department Chair			

[Program Review Site Visit Schedule/Agenda \(Virtual\)](#) (DOCX)

A-State ADHE Program Review

External Reviewers Template

Used by external consultants to structure their written evaluation. Covers curriculum, faculty, resources, effectiveness, and distance education.

[ADHE External Reviewers Template](#) (DOCX)

Post Review Planning Document

Required documents: As part of the Post-Review Response and Planning, please develop and submit two documents: (1) the completed table below articulating the program’s response and improvement plans and (2) a cover letter from the College Dean and Department Chair that acknowledges the reviewers’ recommendations and provides a commitment to the articulated improvment plan for the program/s.

In this section, please copy the recommendations that the external reviewers provided in their report; provide the institution/department/program response to the recommendation with the program’s plans for improvement; describe the actions that will be taken as a result of the review; if the action was based on the recommendation/s from the external reviewers; note when the action will be completed and who is responsible for seeing that it is completed; and finally, list any resources that will be used to complete the action. Please add lines to the table as necessary.

Recommendations from External Reviewers (copied from the external review report)	Response (faculty, chair/director, dean’s evaluation of recommendation)	Future Planned Action	Timeline	Responsible Person/Group	Resources Needed

[Post Review Planning Document](#) (DOCX)

Program Review—Improvement Plan Progress Report

Please copy the Improvement Plan you created one year ago and provide an update as to the progress of the consultants’ recommendations.

Program:

Date:

Name of Person Completing this Report:

Recommendations from External Reviewers (copied from the external review report)	Response (faculty, chair/director, dean's evaluation of recommendation)	Action	Timing	Responsible Person/Group	Resources Received and Used	Status of Recommendation	Future Plans

[Program Review 1 Year Progress Report \(DOCX\)](#)