

Program Review Process

This page walks you through the complete **Program Review workflow** in Nuventive, including self-studies, reviewer feedback, responses, action plans, and printable reports. These steps are required for programs **without specialized accreditation** and support submission to **ADHE**.

?See: [External Academic Reviews](#) page of the Knowledge Base.

Self-Studies

Watch: Program Review Self-Studies

To begin a self-study:

- Select your program from the drop-down menu.
- Use the left-hand menu: **Program Review → Self-Studies**.
- Click the  icon to start a new self-study.
- Choose the year and begin editing each section.
- Save progress and mark completion when finished.

Tip: Use the audit log to track edits and restore previous versions if needed.

External Reviewer Feedback

Watch: Program Review External Reviewer Feedback

External reviewers receive a login link via email. Everyone else uses single sign-on.

To enter feedback:

- Select your program and go to **Program Review → External Reviewer Feedback**.
 - Click  to begin a new review.
 - Complete each section using the ADHD Program Review Template.
 - Upload the **signed cover sheet** (required for ADHE).
 - Save and close.
-

Tip: Cover sheets can be digitally signed or scanned and uploaded.

Response to Reviewer

Watch: Program Review Response to Reviewer

To respond to reviewer recommendations:

- Go to **Program Review → Responses to External Reviewer Recommendations**.
- Click **Add New Response**.
- Select the self-study year and enter your response.
- Set completion status and date, then save.

Tip: You can reopen and edit responses later using the three-dot menu.

Action Plans

Watch: Program Review Action Plans

To create and track action plans:

- Go to **Program Review → Action Plan**.
- Click **Add Recommendation** and enter the reviewer's suggestion.
- Add your response and select the self-study year.
- Click **Future Planned Actions** to enter your plan, timeline, responsible party, and needed resources.
- Later, add a **Progress Report** to document completion.

Tip: Use clear timelines and designate responsible individuals to ensure accountability.

Printable Reports

Watch: Program Review Printable Reports

To generate a comprehensive report:

- Go to **Program Review → Program Review Printable Reports**.
- Select the self-study year and action plan update year.
- Click **Run Report**.
- Download or print the file for submission to ADHE.

Tip: These reports include your self-study, reviewer feedback, and action plans.

Need Help?

Contact the Office of Accreditation and Assessment:

Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

[→ Next](#)

Revision #6

Created 2025-09-19 22:07:58 UTC by William Murry

Updated 2026-05-19 20:46:17 UTC by William Murry