Procedure for Submission of Program Review Progress Reports

The official start date for implementation of a unit's action plan is Senate's approval of the Dean's Summary Report. In keeping with the Academic Program Review policy (189), academic units should submit a progress report on the action plan to the Dean between 12 to 15 months after Senate approval. The progress report will be reviewed by the Dean and the Provost, and included as an information item to APPC and Senate. The progress report is a public document and will be posted on the Program Review website, so care should be taken to ensure confidentiality.

The progress report should speak to each item in the academic unit's action plan, and should identify specific progress completed to date, and/or outline specific plans for addressing an item going forward. A rationale should also be provided for any action items the unit has not been able to address.

The procedure for submission of progress reports is as follows:

PDQA

• sends the academic unit a reminder, 9 to 10 months after Senate approval of the Dean's Summary Report, to complete the progress report on the Program Review action plan

Academic Unit

- completes the progress report within 12 to 15 months of Senate approval of the Dean's Summary Report
- •submits progress report to Dean and informs PDQA of submission

Dean

- •reviews progress report and consults with academic unit as required
- submits progress report to PDQA within 15 to 17 months of Senate approval of the Dean's Summary Report
- •PDQA reviews progress report for completeness and confidentiality

Provost

- PDQA submits progress report, including memo to APPC, to Provost's Office
- Provost reviews progress report and consults with Dean and/or academic unit as required
- Provost's Office submits the progress report to APPC and Senate as information and informs PDQA of submission

PDQA

•after Senate has seen the progress report, PDQA posts the progress report on the Program Review website