Process Flow: Academic Program Review Reporting, Assessment Plan Years 2 - 4

A review schedule can be found on the [UAC Academic Program Review Page](#)

(AY 2023-2024)

Forms: [Year 2](#)   Year 3   Year 4

[Assessment Results Template](#)   Assessment Plans (see note)**

shop(s); *(periodic)*		**2 –** <mark>Early May:</mark> (a) UAC Check-in with Department Chairs and Program Coordinators with a reminder; (b) Ensure awareness of process & forms, and answer questions.		**3 –** <mark>Early June:</mark> (a) UAC Check-in with Department Chairs and Program Coordinators with a reminder; (b) Ensure awareness of process & forms, and answer questions.
6 – <mark>1st or 2nd UAC Fall Meeting:</mark> (a) The UAC holds a norming session to facilitate common interpretation of review criteria. (b) Reviews are assigned to appropriate UAC members.		**5 –** <mark>By August 1st:</mark> (a) Submit completed reviews using the appropriate Google Form (see above) <mark>by Aug. 1st</mark>. (b) Individuals submitting **Yr2-4** reviews should automatically receive a copy of their submission from Google Forms.		**4 –** <mark>Early July:</mark> (a) UAC Check-in with Department Chairs and Program Coordinators with a reminder. (b) Answer questions and offer assistance if needed.
7 – <mark>By/Before February 1st:</mark> (a) UAC academic program reviewers use process review guidelines to provide feedback on **Yr2-4** assessment reports.		**8 –** <mark>By/Before March 1st:</mark> (a) UAC leadership share feedback with appropriate individuals (Dept. Chairs and/or Program Coordinators who completed the review, relevant leadership). Feedback is emailed and uploaded to appropriate folder in the [academic review archives](#)* in Google Drive.		**9 –** <mark>By/Before next Cycle starts:</mark> (a) Opportunity to discuss UAC feedback on assessment processes prior to the next round of review.

*Only accessible to appropriate individuals (e.g. chair, dean, provost, current UAC members) through their '@wilkes.edu' email address.

**Assessment Plans and curriculum maps submitted in Year 1 of the Program Review Process are accessible for reference in the academic program review archives link above. The subfolder w/ that information is shaded green and is tagged as "YEAR 1".