

# Timeline and Checklist for Student Affairs Program Review

This timeline and checklist provide a basic overview of the DSA program review process. For more detailed information please see the [DSA Review Guidelines](#).

## Three Semesters before Review:

- Initial meeting between unit director, VPSA, and OIRE to begin review process
- Semester and year of external reviewers' visit confirmed
- Unit director names review coordinator, if they are not to serve in that capacity
- Potential external reviewers (6-8) are discussed and agreed on by unit
- Review coordinator forwards names of potential reviewers to VPSA preferred dates (3-4) for reviewers to visit

## Two Semesters before Review:

- Unit meets to frame focus of program review
- Unit develops [External Review Issues Statement](#) and get VPSA's approval
- VPSA confirms external reviewers and dates of visit with review coordinator and OIRE; invites reviewers
- Unit gathers relevant materials for review document:
  - History and introduction of the unit
  - Program functions, highlights, and population served
  - Student learning outcomes and relevant data
  - Assessment of outcomes (annual assessment reports)
  - Data on Diversity, Inclusion, and Equity (could be Equity scorecard here)
  - Comparative data from similar colleges or programs (NSSE, CSS, etc. )
  - Financial support for the unit and programs (Grants received, etc. )

## One Semester before Review:

- Write self-study report
- Revise Program Review Issues Statement and send it to external reviewers
- Send the self-study report and visit schedule to the external reviewers

## Semester of Review:

- Arranges transportation/lodging for reviewers as necessary; Obtains CVs of external reviewers
- Complete version of program review document is sent by review coordinator to VPSA, OIRE and external reviewers no later than two weeks before the visit is to take place.
- Unit is responsible for putting together the schedule for the external reviewer's visit. Template here ([weblink](#) or attached).
- External reviewers submit their report to VPSA and OIRE approximately one month after visit
- VPSA forwards report to the review coordinator, any relevant administrators/committees for review; two weeks to address any errors of fact.
- If errors of fact, two weeks for reviewers to correct, resubmit final report
- Review coordinator disseminates final review to unit
- Within one month of receiving report, review coordinator arranges meeting with VPSA, OIRE, and unit director to discuss report recommendations.

## One Year after Review

- One year after visit, the unit director submits follow-up progress report to VPSA and OIRE. VPSA makes further recommendations for action as appropriate.