

Title: #V-1. Program Review Timeline

Date: February 23, 2023 (Replaces version dated March 1, 2022)

In accordance with Board of Governors Policy C-01, “Program Review Procedures,” West Virginia University at Parkersburg is required to review all programs leading to a certificate or degree at least once every five years. To ensure consistency in reporting and regular engagement in the assessment and continuous improvement process, all programs are required to complete and submit an Annual Program Review Report to the Outcomes Assessment Committee (OAC). The following timeline details how program reviews are to be completed at WVU Parkersburg.

1. The Outcomes Assessment Committee provides instructions, report template, and committee review rubric to all programs by May 15 of each year.
2. Reminders for the Annual Program Review and sessions for assistance in completing the review may be provided during the August Professional Development and Assessment Week and/or during fall semester.
3. Program faculty complete the Annual Program Review by October 31 according to the guidelines adopted and provided by the OAC. The completed Annual Program Review is submitted by the Division Dean to the OAC and Director of Institutional Assessment.
4. The OAC completes its review by December 1 using the rubric adopted and provided by the OAC.
5. The OAC provides a completed evaluation rubric and feedback to all programs by December 30. Possible outcomes of the OAC evaluation may include: a program being requested to revise and resubmit their report based on the committee’s review or a program may also choose to revise and resubmit their report. Revisions are due by the end of January Professional Development and Assessment Week.
6. The OAC reviews all revised reports by January 31 and provides a completed evaluation rubric and feedback for all revised reports.
7. The OAC forwards their final evaluation report, recommendations, and appropriate documents to the Provost and Vice President for Academic Affairs no later than February 15.

8. The Provost will review the recommendations of the OAC, request additional information and/or provide feedback, and forward the results of the Program Reviews to the President by February 28 for review.
9. Every five years, the OAC will provide a formal five-year program review that is a summary of the annual review reports and highlights significant actions taken by the program over the five-year period and recommendations for continuation or discontinuation of the program to the Provost who will present the five-year program review to the Board of Governors for its review and action in accordance with Board of Governors Policy C-01. The Provost will present the five-year reviews to the Board of Governors, normally by or before the May Board of Governors meeting for approval.
10. The Board of Governors will review the recommendations and may request additional information or further review before making decisions. Once the Board of Governors approves its actions, the Provost will send the five-year reviews with accompanying actions to the Chancellor of the West Virginia Council for Community and Technical College System by May 31.
11. The program faculty implement recommendations as directed in the final report.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242