Title: #V-1. Program Review Timeline

Date: October 23, 2023 (Replaces version dated October 17, 2012)

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 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 guidelines adopted and provided by the OAC. The completed Annual Program Review is submitted by the Program Coordinator to the OAC and the Director of Institutional Assessment.

4. The OAC completes its review by December 15 using the adopted rubric and provided by the OAC.

5. The OAC provides a completed evaluation rubric and feedback to all programs by December 31. Possible outcomes of the OAC evaluation may include:

   a. the program agrees with the results of the OAC review;
   b. the program chooses to revise and resubmit their report to the OAC based on the feedback received;
   c. the OAC requests the program to revise and resubmit their report based on the committee's review.

   All 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 5-year evaluation report, recommendations, and appropriate documents to the Vice President for Academic Affairs no later than February 15.

8. The Vice President for Academic Affairs will review the recommendations of the OAC, request additional information and/or provide feedback, and forward the results of the Program Review 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 Vice President for Academic Affairs. The Vice President for Academic Affairs, or their designee, will present the recommendations for each five-year program review to the Board of Governors for its review and action in accordance with Board of Governors Policy C-01, no later than 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 Vice President for Academic Affairs will send the five-year reviews with accompanying actions to the Chancellor of the West Virginia Council for Community and Technical College Education 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