SPRING SEMESTER PRIOR

1. APC chair notifies the chair/director of the programs to be reviewed and informs them of 1) the review date, and 2) where the self-study guidelines and procedures are on the web. The APC chair clarifies that the self-study reports are to be submitted in electronic form (MSWORD) to the APC coordinator at least two weeks prior to the review.

SEMESTER PRIOR

2. APC member is appointed to each program to coordinate the review. (Spring for Fall reviews; Fall for Spring reviews) APC chair notifies the program chair/director who the coordinator is.

3. Vice Chancellor’s office makes the program data available (in electronic form) to the program and the APC chair.

ONE MONTH PRIOR

4. The APC coordinator asks the dean to describe in writing the role of the program in the mission and strategic plan of the college and forward this letter (in electronic form) to the APC coordinator. (Responses due two weeks prior to presentation.)

TWO WEEKS PRIOR

5. The APC coordinator receives the completed self-study in electronic form, the program data and dean’s letter. (Two weeks prior to presentation date.) Materials should be forwarded to APC chair.

6. The APC coordinator in conjunction with the Program chair will decide who within the program (faculty or faculty and academic staff) should receive questionnaires. The APC coordinator emails individual questionnaires—attaching the APC Self-Study—to the program faculty and academic staff with a deadline for completion. (Responses due one week prior to presentation.)

ONE WEEK PRIOR

7. The APC coordinator reviews the submitted documents, i.e., 1) Program self-study, 2) Program data, and 3) Dean’s letter and drafts a summary based on guidelines in VII A. The APC coordinator will also prepare responses to the faculty/staff questionnaires such that anonymity is maintained. The APC coordinator forwards the summary and the questionnaire responses to the APC chair. The APC chair forwards the materials to the council and enters them into the S/Drive. (One week prior to presentation)
8. If the APC coordinator deems it necessary, he/she may visit any faculty member individually or the program as a whole. Upon program’s request, APC members may visit the program’s facilities prior to the review date.

SCHEDULED REVIEW

9. The program chair makes a brief summary presentation—approximately 10-20 minutes—to the full APC highlighting the program’s strengths and opportunities. The chair should use electronic means such as power point to enhance the presentation. There will also be a question and answer session following the chair’s summary presentation.

FOLLOW-UP AFTER REVIEW

10. Recommendations will be made to the program following the presentation. The APC will forward—electronically—the recommendations to the Vice Chancellor and Deans at the end of the academic year. The APC, in consultation with the program, might request an external reviewer for the program at this time. An APC summary will be sent to the program chair within one month after the council approves it.