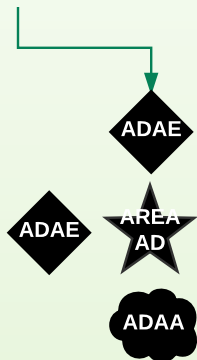


CAS PROGRAM REVIEW GUIDE FOR DEPARTMENTS/PROGRAMS

WHO CAN HELP

WHAT TO DO

WHEN TO DO IT



WAIT FOR E-MAIL CONFIRMING DATE OF INITIAL APR MEETING

ADAE will reach out 12-18 months before visit semester

ATTEND INITIAL APR MEETING WITH ADAE

12-18 months before visit semester

RECEIVE INTRO DATA PACKAGE ABOUT YOUR DEPT/PROGRAM

1-2 weeks after initial APR meeting

PA

SEND LIST OF CORE ISSUES, DATES TO AVOID TO ADAE

^ both 6-12 months before visit semester ^

SEND LIST OF PROPOSED REVIEWERS TO ADAE

SEND DRAFT OF SELF-STUDY TO ADAE

^ 3-6 months before visit semester

HOLD ON!
DEAN'S OFFICE
AT WORK

ADAE AND AREA AD WILL CONSTRUCT REVIEW TEAM AND ESTABLISH VISIT DATE

^ w/in 4 weeks of receiving proposed reviewer list

ADAE AND AREA AD WILL REVIEW SELF STUDY, RETURN IT TO YOUR DEPT/PROGRAM WITH COMMENTS

^ w/in 2 weeks of receiving draft Self Study

ADAA

REQUEST ANY ADDITIONAL DATA (AS NEEDED TO FINALIZE SELF STUDY OR AS SUGGESTED BY ADS)

w/in 1 week of receiving comments from ADAE

PA

SEND FINAL SELF STUDY DOCUMENT TO ADAE

w/in 3 weeks of ADS' review of Self Study

ADAE AREA AD

RECEIVE E-MAIL FROM ADAE ANNOUNCING REVIEW TEAM MEMBERS, DATE OF APR VISIT

2-6 months before visit

HOLD ON!
DEAN'S OFFICE
AT WORK

ADAE OFFICE ARRANGES LOGISTICS AND DRAFT SCHEDULE FOR APR VISIT. YOU CAN AID IN THIS PROCESS BY DOING THE FOLLOWING...

WORK WITH YOUR PA TO PROMOTE STUDENT INPUT MEETING TO ALL MAJORS/MINORS

INFORM **ALL** FACULTY TO WATCH FOR SCHEDULING E-MAILS FROM ADAE OFFICE

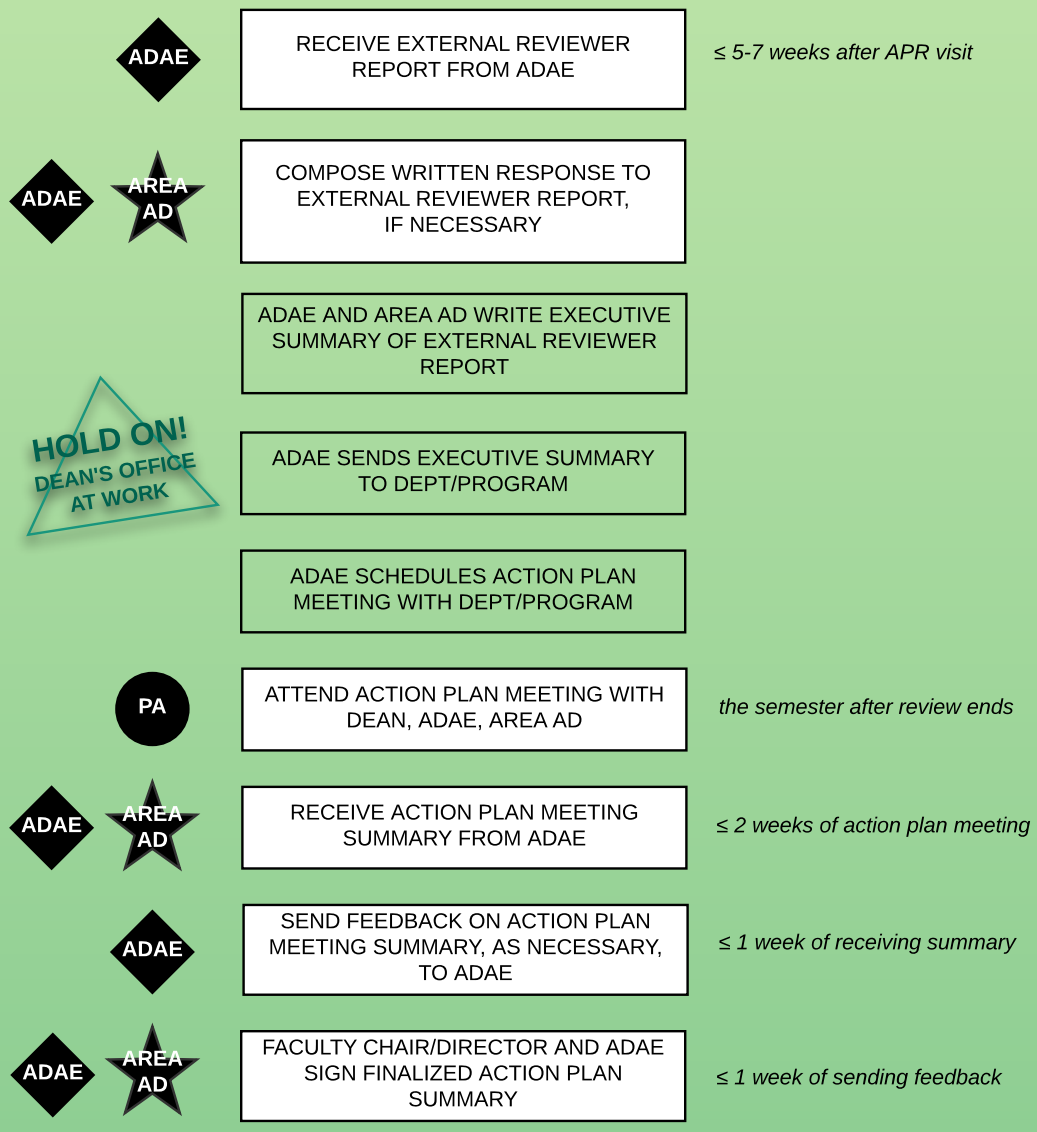
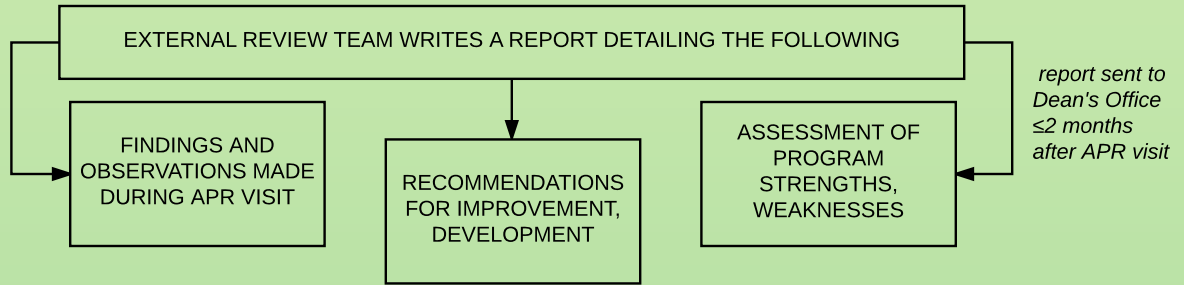
INFORM ADAE OFFICE OF ANY DEPT/PROG FACILITIES THAT REVIEWERS SHOULD VISIT

PA

WATCH E-MAIL CLOSELY: REVIEW TEAMS CAN AND DO REQUEST MEETINGS NOT ORIGINALLY SCHEDULED AND ARRANGED

ACADEMIC PROGRAM REVIEW VISIT - APPROX. 3 DAYS

**HOLD ON!
REVIEW TEAM
AT WORK**



**HOLD ON!
DEAN'S OFFICE
AT WORK**

MID-CYCLE REVIEW - 3 YEARS POST-APR VISIT

Person(s) assigned to/ in charge of task

- ADAA** Academic Data and Assessment Analyst
- ADAE** Associate Dean for Academic Effectiveness
- AREA AD** Either Arts/Humanities, Sciences, or Social Sciences. Refer to "CAS 7-Year APR Schedule" to determine Area AD in charge of each APR
- PA** Program Assistant to Associate Dean for Academic Effectiveness