

## **Administration and Finance Program Review Timeline/Checklist:**

### **Department Internal Self-Study – (All materials due December 15)**

- Assessment committee meets individually with departments in early Fall to answer questions and provide guidance on process
- Complete Rubric
  - Assign a Rating in Each of the 8 Categories
  - The department rating is developed with feedback from other staff members (not just the Director)
- Complete Self-Analysis Worksheet
  - Indicate Strengths and Opportunities for Improvement (OFIs) in each Category
- Write 5-7 Page Narrative about what you learned from the self-study

### **Assessment Committee Review (December-March)**

- Review All Submitted Department Materials
- Questions and Dialogue between Committee and Department Staff
- Committee Provides Written Recommendations and Feedback to Department by end of February
- Director shares results with department staff members

### **External Review- (March-June)**

Not required, but recommended

Would involve “experts” from the field and/or others from the campus and community

### **Finalize 4-Year Strategic Plan Goals (Due first week of July)**

- Would be developed with department staff
- Includes an identification of assessment activities for that 4 year period
- Shared with Executive Director/AVC and/or VCAF and Assessment committee
- Assessment committee will require a mid-point update to be submitted at the 2 year mark

### **“ASSEStival” Division Event (annually- mid to end of July)**

- Departments reviewed in prior year share key results, lessons learned, and future plans with Division
- Any new assessment committee members introduced
- Share any updates to Program Review process and facilitate professional development related to Assessment