

## Process Flow: Academic Program Review Reporting, Assessment Plan Years 2 - 4

A review schedule can be found on the [UAC Academic Program Review Page](#)

(AY 2023-2024)

Forms: [Year 2](#) Year 3 Year 4

[Assessment Results Template](#)

Assessment Plans (see note)\*\*

shop(s); (periodic)	<p>2 – <b>Early May:</b></p> <ul style="list-style-type: none"> <li>(a) UAC Check-in with Department Chairs and Program Coordinators with a reminder;</li> <li>(b) Ensure awareness of process &amp; forms, and answer questions.</li> </ul>	<p>3 – <b>Early June:</b></p> <ul style="list-style-type: none"> <li>(a) UAC Check-in with Department Chairs and Program Coordinators with a reminder;</li> <li>(b) Ensure awareness of process &amp; forms, and answer questions.</li> </ul>
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<p>6 – <b>1<sup>st</sup> or 2<sup>nd</sup> UAC Fall Meeting:</b></p> <ul style="list-style-type: none"> <li>(a) The UAC holds a norming session to facilitate common interpretation of review criteria.</li> <li>(b) Reviews are assigned to appropriate UAC members.</li> </ul>	<p>5 – <b>By August 1<sup>st</sup>:</b></p> <ul style="list-style-type: none"> <li>(a) Submit completed reviews using the appropriate Google Form (see above) <b>by Aug. 1<sup>st</sup></b></li> <li>(b) Individuals submitting Yr2-4 reviews should automatically receive a copy of their submission from Google Forms.</li> </ul>	<p>4 – <b>Early July:</b></p> <ul style="list-style-type: none"> <li>(a) UAC Check-in with Department Chairs and Program Coordinators with a reminder.</li> <li>(b) Answer questions and offer assistance if needed.</li> </ul>
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7 – **By/Before February 1<sup>st</sup>:**

- (a) UAC academic program reviewers use process review guidelines to provide feedback on Yr2-4 assessment reports.

8 – **By/Before March 1<sup>st</sup>:**

- (a) UAC leadership share feedback with appropriate individuals (Dept. Chairs and/or Program Coordinators who completed the review, relevant leadership). Feedback is emailed and uploaded to appropriate folder in the [academic review archives](#)\* in Google Drive.

9 – **By/Before next Cycle starts:**

- (a) Opportunity to discuss UAC feedback on assessment processes prior to the next round of review.

\*Only accessible to appropriate individuals (e.g. chair, dean, provost, current UAC members) through their '@wilkes.edu' email address.

\*\*Assessment Plans and curriculum maps submitted in Year 1 of the Program Review Process are accessible for reference in the academic program review archives link above. The subfolder w/ that information is shaded green and is tagged as "YEAR 1".