

Timeline & Stages for Program Reviews

Please note that each unit will be provided a customized timeline by the APR Office once that unit has selected its tentative Site-Visit dates. If your unit has not been sent a timeline, please contact the APR Office at 277-3330 or apr@unm.edu.

Activity/Action Item	Notes	Responsible Party	Due Date
Data and Information Collection	The unit should continuously collect and store information related to program review and improvement	Unit Chair and Faculty	Ongoing
APR Orientation Meeting	<p>APR and Assessment staff will meet with the unit to discuss the details of the APR process.</p> <p>The APR Specialist will initiate communication to schedule the orientation meeting. The unit chair and administrator should be in attendance, along with any faculty (such as associate chairs and others) who can speak to all components of the unit.</p>	APR Specialist	One year prior to the semester of the Site-Visit
Tentative Site-Visit Dates Due	<p>Submit the Site-Visit Dates to the APR Office via email.</p> <p>The unit should provide two (2) weeks it would like to have blocked-off/reserved, until specific dates are chosen.</p>	Unit/APR Specialist	1 month after APR Orientation Meeting

Activity/Action Item	Notes	Responsible Party	Due Date
<p><i>Nomination Form for Potential Review Team Members Due</i></p>	<p>The Nomination Form for each potential review team member should be approved by the School/College Dean, and then submitted via the APR email (apr@unm.edu), for final approval by the Office of the Provost.</p> <p>A form should be submitted for, at most, 6 external and 3 internal reviewers for consideration as review team members. Reviewers should be prominent faculty whose talents are relevant to the particular distinctions and aspirations of the unit being reviewed. The internal reviewer must be from a different unit at UNM.</p>	Unit Chair	2 months after APR Orientation Meeting
<p>Begin Preparation of the Self Study Report</p>	<p>The unit chair should form a Self-Study committee composed of relevant faculty and staff to begin drafting the APR Self-Study. The Self-Study is a criterion and evidence-based document, focused on opportunities for improvement that will serve as a reference point for the review team when assessing the unit.</p>	Unit Chair, Faculty, and Staff	3 months after APR Orientation Meeting

Activity/Action Item	Notes	Responsible Party	Due Date
Finalize Review Team	<p>The unit should submit a final list of reviewers and dates for the Site-Visit to the APR Specialist. The APR budget is able to support a maximum of 2 external and 1 internal reviewers. If more are desired, the unit or College will need to cover all associated expenses.</p> <p>Please note: the unit is responsible for determining the availability of potential reviewers, not the APR staff. The final list of reviewers should not be submitted until the unit has confirmed their availability during the chosen dates. Following this, the APR Specialist will contact the review team to arrange travel.</p>	Unit Chair	6 months prior to the Site-Visit
Draft of Self-Study Report & Itinerary Due	<p>Submit five (5) self-study hard-copies and a PDF, via email, to the APR Office.</p> <p>The hard copies will then be distributed to the Dean, Associate Provost for Curriculum & Assessment, Director of Assessment, and the APR Specialist for review.</p> <p>The unit should also have a rough Site-Visit Itinerary draft completed and sent to the APR Office for comment. The unit is free to schedule their site-visit as they see fit, provided that the meetings set by the APR staff (as seen on itinerary examples) are not affected. The unit may reach out to the review team for feedback and/or confirmation on finalizing the itinerary. The APR Office may also recommend activities and events. <i>Please note that the APR Office is unable to pay or split any food costs with the unit. Any events where food is provided must be paid by the unit.</i></p>	Unit Chair	10 weeks prior to the Site-Visit

Activity/Action Item	Notes	Responsible Party	Due Date
Conduct the Pre-Visit Meeting	<p>The APR Specialist will initiate communication with the unit to schedule the Pre-Visit Meeting, which will review and provide comments on the unit’s self-study report & itinerary draft. Those attending the meeting should include the unit chair, administrator, key faculty, and the Office of Assessment & APR staff, as well as university and college leaders.</p> <p>The APR Specialist will consult with the appropriate administrative assistants in scheduling the meeting based on the availability of relevant senior administrators and the unit.</p>	APR Specialist	8 weeks prior to the Site-Visit
Final Self-Study Report & Site-Visit Itinerary Due	<p>Submit 7 hard-copies of the Self-Study Report and a PDF, via email, to the APR Office.</p> <p>The final Site-Visit Itinerary should also be submitted, via email, with the final Self-Study Report.</p> <p>The hard copies will be distributed to the Dean, Executive Vice President for Academic Affairs/Provost, Associate Provost for Curriculum, Director of Assessment, APR Specialist, and the review team (via email) at least five weeks prior to the APR Site-Visit.</p>	Unit Chair	5 weeks prior to the Site-Visit
APR Site-Visit	<p>The unit’s review team will conduct the APR Site-Visit. The reviewers will tour facilities, meet with faculty, staff, and students, to assess the overall program quality and explore areas for improvement.</p>	Unit and APR Office	12 months following the APR Orientation Meeting

Activity/Action Item	Notes	Responsible Party	Due Date
Exit Meeting	<p>The APR Specialist will schedule the Site-Visit Exit Meeting either from 4:00 p.m.—5:00 p.m. for a two day Site-Visit or from 11:00 a.m. --12:00 p.m. for a three day Site-Visit.</p> <p>The APR Office will consult with the appropriate administrative assistants in scheduling the meeting based on the availability of relevant senior administrators and the unit.</p>	APR Specialist	Dependent on two or three day Site-Visit
Review Team Report and <i>Review Team Worksheet</i> Due	<p>The review team should submit a PDF of the Review Team Report and completed <i>Review Team Worksheet</i> to the APR Office (apr@unm.edu).</p> <p>The unit’s chair will receive an email notification once these documents have been submitted.</p>	Review Team	6 weeks following the Site-Visit
Begin drafting the Unit Response Report and the Initial Action Plan	<p>Working with the faculty, Deans, and Academic Affairs, the unit should begin preparing a response to the review team findings, and then an action plan for the unit based on synthesis of the review and information about College, School and university strategic goals.</p> <p>Please note that these documents are two separate entities.</p>	Unit and College/School Leadership	Within 3 months following the Site-Visit

Activity/Action Item	Notes	Responsible Party	Due Date
Unit Response Report & Initial Action Plan Due	<p>If the unit's Site-Visit took place during the fall semester, the final approved Unit Response Report and the final Initial Action Plan (approved by both the Dean and Office of the Provost) must be submitted to the APR office by August 16th.</p> <p>If the unit's Site-Visit took place during the spring semester, the final approved Unit Response Report and the final Initial Action Plan (approved by both the Dean and Office of the Provost) must be submitted to the APR office by December 16th.</p> <p>The APR Office will upload all unit documentation associated with the APR Process on its website at apr.unm.edu.</p>	Unit Chair and Faculty	December 16 th or August 16 th
Action Plan Updates	The unit will create a narrative update on how the program is addressing the findings from the previous step and is meeting its goals. This document will be sent to the APR Office via email.	Unit Chair	Annually
University Strategic Planning	The Deans and Administration will synthesize and analyze findings from APRs (with support from Office of Assessment & APR) for use in university strategic planning.	University Leadership and Assessment/APR Office	Annually
Mid-Cycle Follow-Up	The unit will collaborate with the Office of Assessment & APR and the relevant CARC (College Assessment Review Committee) to evaluate and strengthen assessment processes mid-stream. APR and Assessment staff will contact the unit to initiate this process	Assessment/APR Office and Unit	3 years following Site-Visit