# Herkimer
### THE STATE UNIVERSITY OF NEW YORK

## Academic Program Review (SUNY Review of the Major)
## Process Check List with Milestone markers

In accordance with Herkimer College's adoption of SUNY's Review of the Major outline for a Program Self-Study at a SUNY State-Operated Campus, all academic programs will be reviewed on a five-year Herkimer's process for completing academic program review is as follows:

- ☐ August: The Dean for Assessment, IE & IR announces curricula for Program Review in the given year to the Division Deans of Academic Affairs, who then assigns Faculty Review Teams at the first division meeting of the semester.

- ☐ September: Faculty Review Team sets up a meeting with Division Dean and the Dean for Assessment, IE & IR by Sept. 30th to discuss the process check list.

- ☐ October: Faculty set up reporting sessions schedule with IE/IR – for data and analysis (by the end of the month).

- ☐ October – March: Faculty write the Review in the program-specific MS Teams Folder, on schedule, using the Herkimer's Appendix D outline template (located in the Assessment Handbook) (see completion recommendations provided in the outline)

- ☐ December:  The Deans will begin reviewing content at midterm, at which time Faculty will submit names of two qualified external reviewers (one must be a faculty member at another institution) (by December 1).

- ☐ March:   Faculty will post final draft in the program specific MS Team folder to the Deans by March 1st.

- ☐ March - April: The Division Dean (or designee) contacts and arranges external reviews before the end of the Spring semester. External Review sessions will include: the faculty, students from the program, the Provost, the IA Dean, and Student Services, if needed.

- ☐ April - May:  The Division Deans contact faculty when external reviewers have returned their electronic evaluation form and meets with faculty to discuss findings, recommendations, and plans for implementing changes; they also complete the Major-2 Form; create action plans to include initiatives, resources, goals, expected outcomes, measures and timeline, and post the results/findings to the Program Review folder.

- ☐ June: Division Deans send a completion status summary to the Provost (by mid-June).

- ☐ June – August:   The Provost writes and attaches a memo of response to the Review, with recommendations to the Faculty Review Team, copied to the President and Deans.  The response memo is completed by the end of the academic year. The Dean for Assessment, IE & IR will update the master review list.