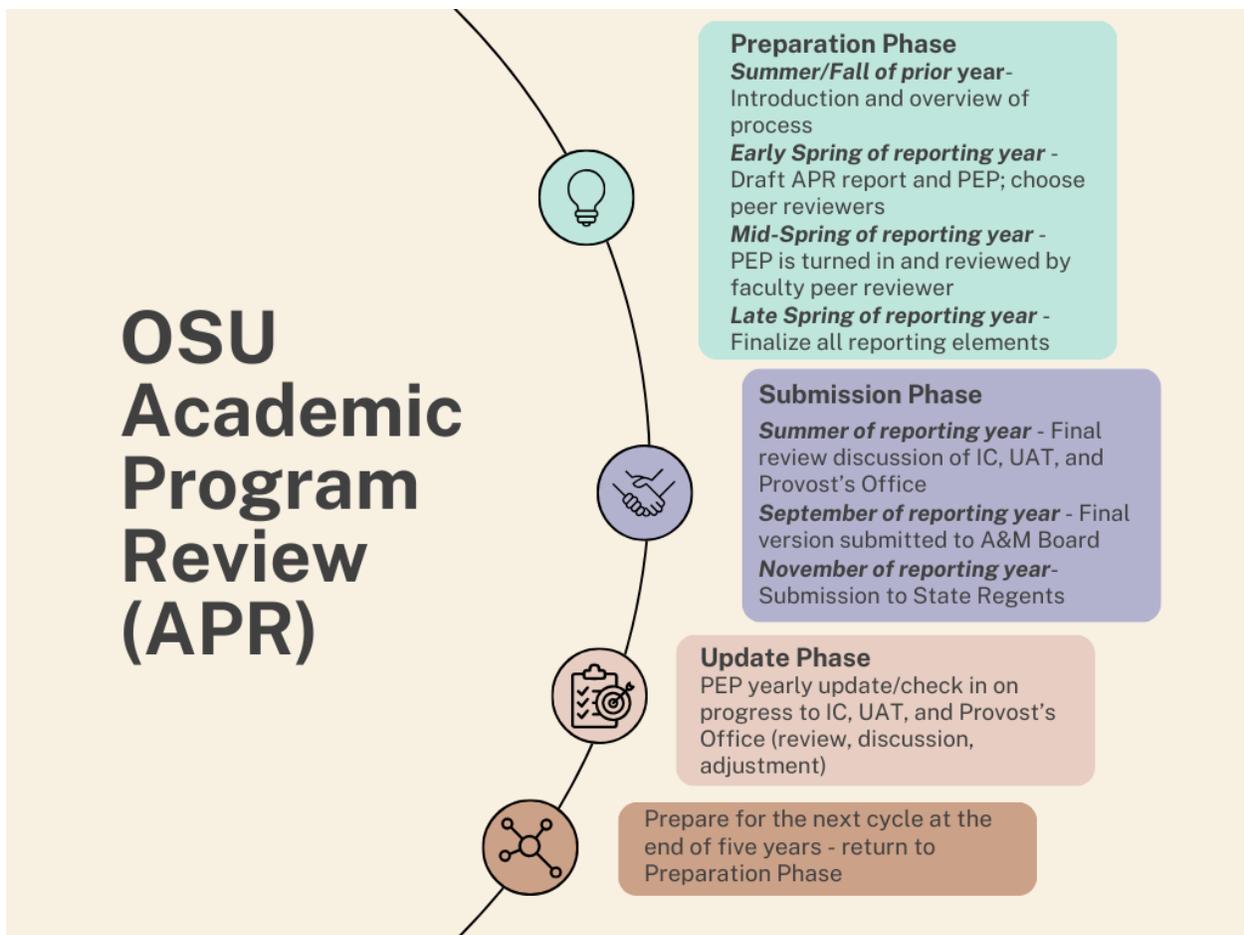


## Timeline

The OSU APR process involves a multi-semester timeline of preparation, review, and submission phases. During the semesters prior to the OSU APR submission date, academic programs are expected to carry out various tasks to ensure their success and timeliness pertaining to the OSU APR process. Figure 1 shows a concise, brief flowchart of the process, followed by a more detailed, descriptive timeline.

Figure 1

*OSU APR Timeline Flowchart*



## **Academic Program Review (APR) Timeline**

### **Summer Semester – 1 Year Prior to Submission Deadline**

- July/August:
  - The department heads of identified academic programs are contacted by University Assessment and Testing (UAT) regarding their participation in the upcoming APR cycle. College representatives are also kept informed of all communications and upcoming deadlines.
  - All department heads are invited to join the APR Canvas community page to become familiar with the procedures, tasks, and videos posted in the page's modules.

### **Fall Semester – 1 Year Prior to Submission Deadline**

- August/September - Associated college administrators and personnel should meet with the academic program to introduce the two-semester plan and answer any outstanding questions. College administrators should review the academic program(s)'s process and procedures outlined in this document, discuss the expected reporting elements, and identify where the academic program can find resources.
  - Instruction Council (IC), UAT, and the Provost's Office can be invited to attend these college-based meetings to further answer questions as needed.
- The academic program should then meet with their faculty and stakeholders in order to share this information.
- November/December – UAT recruits Program Enhancement Plan (PEP) faculty peer reviewers from each college to participate in the following spring review cycle.
- During the first semester, the academic program should complete the following tasks:
  - Begin to draft the OSU APR report with information provided by Institutional Research and Analytics (IRA).
  - Pay special attention to drafting the PEP (which will be reviewed in mid-spring) and begin discussions among faculty regarding upcoming actions for improvement.

### **Spring Semester – Year of Submission Deadline**

- January – Colleges identify the PEP reviewer choices for each academic program submitting an APR.

- February – PEP reviewers are provided with training materials and academic program assignments.
- During the second semester, the following tasks will be completed:
  - March – Academic programs provide a completed first draft of the PEP proposal within the Canvas community page.
  - April – PEP reviewers review the PEP’s assigned to them and provide any feedback to UAT through OneDrive.
  - April/May - After receiving feedback on the PEP proposal draft, the academic program should incorporate changes and comments before submission of full report to the college for final review.
  - Department faculty should meet internally to address any final concerns or adjustments to the document(s).
  - Optional/Upon Request - Meet with IC, UAT, and the Provost’s Office to discuss progress and answer any questions.
- By the end of the second semester, all elements of the OSU APR process should be completed. The final draft of the APR report should be fully approved by the department head, program faculty, and college representative before it is officially turned in via Canvas.
- June - All documents are submitted to UAT by the end of May/early June of the OSU APR year through the Canvas community page.
  - **NOTE:** Part of the APR process is to collaborate with all involved in the success of the program to ensure that the information and goals provided within are beneficial and agreed upon by all. By turning in the report, you are confirming that the faculty within the department, the department head, and the college representative have all reviewed, edited, and approved the APR report.

**Summer Semester – Year of Submission Deadline**

UAT works with the Office of the Provost to finalize all of the submitted APR reports in preparation for submission to the A&M Board and OSRHE in the fall.

### **Fall Semester – Year of Submission Deadline**

UAT works with the Office of the Provost to submit all relevant documents to the OSU/A&M Board by the end of September in preparation for their October meeting. The OSU/A&M Board will only be provided with the first page, Executive Summary of the report.

The final report is submitted to OSRHE by the end of November of the OSU APR year in preparation for their meeting in December. OSRHE are provided with all the pages of each report (including the Executive Summary and Additional Questions).

Approval from the OSRHE should be received in December of the OSU APR year.