Western University
OF HEALTH SCIENCES

The discipline of learning. The art of caring.

Co-curricular Program Review Process Checklist

Timeline	
Milestone 1: Planning and Preparation	
No later than 12 months prior to the internal review	☐ Kickoff meeting occurs. ☐ Self-study Chair appointed. ☐ Self-study team is appointed ☐ Establishment of timelines, roles, and responsibilities. ☐ A crosswalk of professional accreditation standards and WesternU program review standards is performed (if applicable). ☐ Program review plan agreement signed and submitted to Director of IRE.
Milestone 2: Research	
Starting no later than 11 months prior to the internal review	☐ A standard package of reports and data are requested and delivered to Self-study Chair (see Suggested Data Exhibits Checklist). ☐ Additional or ongoing data or reports are requested and delivered to Self-study Chair (as needed). ☐ Program review training workshop is held for program faculty and/or staff (optional).
Milestone 3: Self-study	
10 – 2 months prior to the internal review	☐ Self-study team completes a self-study document and submits it to the Director of IRE. ☐ Cross-section stakeholders are involved.
Milestone 4: Action Plan	
0 month before the internal review	☐ Program drafts action plan and submits to IRE. ☐ IRE sends self-study documents and appendices to the Chair of Academic Standards Committee for their input.
Milestone 5: Internal Review	
internal review	☐ Action plan reviewed by Academic Senate Subcommittee for input to Provost. ☐ Action plan finalized and approved.
Milestone 6: Annual Follow-up	
1 year after internal review	☐ Program Chair and the college Dean submit an update to the action plan to the Provost. ☐ Progress report submitted in October BOT.