

Graduate Program Reviews Schedule of Activities

Responsible Party	Action	Deadline
Office of Institutional Effectiveness, Planning, and Research (IEPR)	<ul style="list-style-type: none"> Transfer \$300 from IEPR budget to the operating budget of each department participating in a program review. The reviewer payment is \$1500 for evaluating the program and will be reimbursed for the cost of an airline ticket up to \$500. Departments can add additional money towards the reviewer's payment. If the reviewer drives a personal vehicle, MTSU will pay \$0.655 per mile to and from the destination up to the amount of an airline ticket. IEPR will make Hotel reservations and pay for 1 or 2-night stay. 	September 15
Program Review Committee (Department Chair and Faculty, and Graduate Student Representative)	<ul style="list-style-type: none"> Select one viable prospective reviewers to submit to the Graduate Council. The College Dean, Department Chair and departmental faculty should be involved in the selection process. The <i>Criteria for Selecting External Reviewers</i> is on IEPR' web site: https://www.mtsu.edu/iepr/reviews.php 	October 15
College Dean	<ul style="list-style-type: none"> Formally approves reviewers selected by the Program Review Committee. 	October 18
Department Chair/Program Director	<ul style="list-style-type: none"> Email the approved Reviewer's Curriculum Vita and the signed approval form to Lisa Bass, Director of Institutional Effectiveness for review. 	October 19
Director of IE Institutional Effectiveness	<ul style="list-style-type: none"> Review CV with Associate Provost and College of Graduate Studies for Final Approval of External Reviewer. Formally notify Department Chair of external reviewer approval. 	October 20 October 20
Department Chair/Program Director Available review dates are February 19 – April 8, 2024.	<ul style="list-style-type: none"> Confirm dates with Reviewer for campus visit. *Notify IEPR of the agreed upon date(s) and dates for lodging for the review. Prepare formal itinerary for onsite visit and send to IE Director 	Oct. 20 - Oct. 27
Director of IE Institutional Effectiveness	<ul style="list-style-type: none"> Prepare and send Professional Service Agreement to External Reviewer for signature and Dept. Chair/Program Director. 	Oct. 30 - Nov. 17

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Program Review Committee	<ul style="list-style-type: none"> • Prepare a self-study of the program. The self-study should address the program's role and purpose and (1) Learning Outcomes, (2) Curriculum, (3) Student Experience, (4) Faculty (Full-time and Part-time), (5) Learning Resources, and (6) Support. These items are included on the <i>Program Review Evaluation Rubric</i>. The self-study should provide the reviewer enough information on these topics to properly complete the evaluation rubric. • Use PowerBI Dashboards for data needed to include in the self-study, such as enrollment, degrees awarded, retention rates, and SCH production. 	<p>Sept - Nov</p> <p>Sept - Oct.</p>
Rachel Kirk, Library Collection Development and Manager Professor	<p>Provide data to the department chair regarding the library holdings and services. The library report will include the following:</p> <ul style="list-style-type: none"> • Number of titles/volumes for subject area • Number of journal titles (print ordered for that area) • Expenditures for book and periodicals • List of standing orders/continuations • List of journals (print) and available on-line full-text journals • Micro text collections related to the subject area • Interlibrary loan services, including Athena project • Information about library instruction classes • Comparative information to other library • collections at institutions of similar size 	Sept - Oct
Department Chair	<p>Submit the self-study via email to the Director of IE for initial review. Attach Signature Sheet for Self-Study Reports to the front of the self-study report certifying that the report has been reviewed and approved by the Department Chair and the College Dean. Print the approval form.</p>	Nov. 17
IE Director	<p>Consult with Associate Provost about self-study.</p>	Nov 27 – Dec. 14

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Associate Provost	Provides feedback and approves the self-study or suggest more work before approval.	
IE Director	Inform Dept. Chair/Program Director if the self-study was approved or needs more work	
<i>Department Chair</i>	After the self-study has been approved by the Associate Provost, send the report to the external reviewer. Email a copy of the final version of the self-study to IE Director if changes were made.	At least four weeks before the site visit
Department Chair/Program Director	Prepare a formal itinerary for Reviewer's visit and email it to the Director of Institutional Effectiveness.	At least four weeks before the site visit
<i>External Reviewer</i>	Send the narrative report, evaluation rubric, and an invoice directly to the Director of Institutional Effectiveness of IEPR.	4 weeks after on-site visit
IE Director of IEPR	Forward copies of the reviewer's report and rubric to the Department Chair, Dean, and Vice Provost.	1 week after receipt of narrative report and program review rubric.
<i>Department Chair</i>	Review the report, complete the Graduate Program Review: Departmental Response form and submit it to IE Director by the specified deadline.	1-2 weeks after receiving departmental results from IEPR
Meetings scheduled by IEPR	The Dean and Department Chair will meet with the Associate Provost, Assistant Vice Provost of IEPR and IE Director to discuss the external reviewer's report and the department's response. The Dean and Department Chair may invite other faculty members to the meetings as desired and appropriate.	1-2 weeks after departmental response is submitted.
Department Chair	Submit 2-Year Progress Report to Vice-Provost, College Dean, and IEPR Assistant Vice Provost. The report is to include a progress report on the action items included in the Undergraduate Program Review: Departmental Response form.	