## 2017-18 Undergraduate Program Review Schedule of Activities

**BA, BS INTERNATIONAL RELATIONS**  
**BA, BA POLITICAL SCIENCE**  
**BA, BS SOCIOLOGY**  
**BS INTEGRATED STUDIES**

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<th>Responsible Party</th>
<th>Action</th>
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<tr>
<td>Assist. Vice Provost of IEPR</td>
<td>Transfer $300 from the Office of Institutional Effectiveness, Planning &amp; Research (IEPR) budget to the operating budget of each department participating in a traditional program review and $200.00 to each department participating in an academic audit to assist with expenses related to the review. IEPR will pay the reviewer and the hotel directly. The reviewer will receive $1500 to cover honorarium and travel expenses. Reviewers do not receive a separate reimbursement for travel expenses.</td>
<td>Nov. 3, 2017</td>
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<td>Department Chair and Faculty</td>
<td>Prepare a <strong>self-study of the program</strong>. The self-study should address the following criteria: (1) program's role and scope, (2) learning objectives and outcomes, (3) curriculum, (4) student experience,(5) faculty, (6) Learning Resources, and (7) Support. Most of these items are included on the <em>Program Review Rubric for Baccalaureate Programs</em>. The self-study should provide the reviewer enough information on these topics to properly complete the rubric.</td>
<td>October – Dec. 19th, 2017</td>
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| IEPR - Program Review Dashboard | Provide to the department chair data regarding enrollment, degrees awarded, and SCH production for inclusion in self-study report. These reports will contain trend data for the following:  
• Fall enrollment, previous seven years  
• Degrees awarded, previous seven years  
• Course offerings, enrollment, previous five years  
• Course offerings, frequency, previous five years  
• Retention Rates, previous five years | Nov. 3, 2017 |
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<td><strong>Department Chair</strong></td>
<td>Select a reviewer. The College Dean, Department Chair and departmental faculty should be involved in the selection process. The <em>Criteria for Selecting External Reviewers</em> can be viewed on IEPR web site: <a href="http://www.mtsu.edu/iepr/reviews.php">http://www.mtsu.edu/iepr/reviews.php</a></td>
<td>October - Nov. 19th, 2017</td>
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| **Library Dean - Rachel Kirk** | Provide data to the department chair regarding the library holdings and services. The library report will include the following:  
- 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 | Nov. 30, 2017 |
<p>| <strong>College Dean</strong> | Formally approve the reviewer who was submitted and recommended by Department Chair. | Nov. 21st, 2017 |
| <strong>IEPR</strong> | Send to Assist. Vice Provost of IEPR Vitae (CV) of the selected reviewer (<em>one paper copy plus electronic version</em>). Attach the signed <em>EXTERNAL PROGRAM REVIEWER College Approval Form</em> to the front of the paper copy. The form can be printed from: <a href="http://www.mtsu.edu/iepr/reviews.php">http://www.mtsu.edu/iepr/reviews.php</a> (Approval Sheet for Undergraduate Program Reviewers) | Nov. 28th, 2017 |
| <strong>IEPR</strong> | Forward CV of the chosen reviewer to the Vice Provost (VP) for approval. <strong>Note:</strong> An official request to review the program cannot be extended until the VP has approved the recommended reviewer. | Nov. 28th - Nov 30th, 2017 |
| <strong>IEPR</strong> | Notify the Department Chair when approval has been received from the Vice Provost Office. | Dec. 6th, 2017 |</p>
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<td>Department Chair</td>
<td>Schedule dates with reviewer for campus visit. Notify IEPR of the agreed upon date(s) and the dates lodging will be needed for the reviewer.  On-site visits should be completed by April 13, 2017. NOTE: The dept. will organize the reviewer’s on-site visit.</td>
<td>Dec. 6th - Dec. 19th, 2017</td>
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<td>IEPR</td>
<td>Prepare the reviewer’s contract and make hotel reservations for the reviewer. Send reviewer the contract to conduct the review, all required employment forms, and the THEC-required Program Review Rubric for Baccalaureate Programs.</td>
<td>Jan. 15th, 2017</td>
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<td><strong>Responsible Party</strong></td>
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<td>Department Chair</td>
<td>Submit the self-study report to the Vice Provost and Assist. Vice Provost for IEPR for review. A Signature Sheet for UG Self-Study Reports should be attached 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 approval sheet from website: <a href="http://www.mtsu.edu/iepr/reviews.php">http://www.mtsu.edu/iepr/reviews.php</a>)</td>
<td>December 19th, 2017</td>
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<tr>
<td>Department Chair</td>
<td>Provide itinerary for Reviewer’s visit to Vice Provost, Assistant Vice Provost and all necessary parties.</td>
<td>At least four weeks before the site visit</td>
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<td>Provost’s Office</td>
<td>Notify Assist. Vice Provost of IEPR and Dept. Chair of approval of self-study.</td>
<td>January 9th</td>
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<tr>
<td>Department Chair</td>
<td>Send the self-study report to the external reviewer after the Vice Provost has approved it. A copy of the final version of the self-study should be forwarded to IEPR (paper and electronic versions) if changes are made.</td>
<td>At least three weeks before the site visit</td>
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<td>External Reviewer</td>
<td>Send the narrative report and completed checklist directly to the Assistant Vice Provost of IEPR.</td>
<td>2 weeks after on-site visit</td>
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<td>Assistant Vice Provost of IEPR</td>
<td>Forward copies of the reviewer’s report and rubric to the Department Chair, Dean, and Vice Provost.</td>
<td>1 week after receipt of narrative report and program review rubric.</td>
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<td>Responsible Party</td>
<td>Review the report, complete the Undergraduate Program Review: Departmental Response form at <a href="http://www.mtsu.edu/iepr/reviews.php">http://www.mtsu.edu/iepr/reviews.php</a> and submit the Departmental Response form to IEPR by the deadline date specified in the cover memo.</td>
<td>1-2 weeks after receiving departmental results for IEPR</td>
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Meetings scheduled by IEPR

The Dean and Department Chair will meet with the Vice Provost and Assistant Vice Provost of IEPR 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 1-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.

TBD - 2018

Holidays
Available dates for Reviews
Thanksgiving break - November 22nd - 25th   Christmas break - December 24th - January 1st   Spring Break - March 5th - 10th   Last day of Campus Visit - A