

Five-Year Program Review Flowchart for CAPR Liaisons

**Instructions for the Fall, Winter, Spring and
Summer Quarters**

Fall Quarter Duties

1st CAPR MEETING OF FALL

Liaisons are appointed at this meeting for each of the programs subject to review in the coming academic year. CAPR also confirms timetable for reviewing each program from the previous year.

PRIOR TO 3rd CAPR MEETING OF FALL

Liaison contacts Program Chair/Director, provides his/her contact information and office hours, asks Program Chair/Director for names of members of Program Review Committee and designated contact person (if not the Chair/Director). Liaison also checks to see if program has identified an External Reviewer and submitted the approval form to the Provost's office.

Note: if the Liaison determines that program intends to request a postponement, communicate this to CAPR Chair.

3rd CAPR MEETING OF FALL

Programs requesting postponement of their review until following year submits request for consideration at this meeting (must be signed by Dean). Note that requests for delays with respect to any subsequent timelines must also be accompanied by Dean's signature.

PRIOR TO 4th CAPR MEETING OF FALL

If no postponement granted at 3rd CAPR meeting, liaison contacts Program Chair/Director to make sure he/she is aware of all dates/deadlines

AFTER END OF FALL QUARTER

Liaison checks with Senate Office to see if electronic copies of self-study and five-year plan have been received and name of External Reviewer. Obtains electronic copies of documents and reviews them for completeness. Reports any apparent issues to CAPR at 1st Winter meeting.

Winter Quarter Duties

PRIOR TO 1st MEETING OF WINTER

Liaison obtains name and contact details of External Reviewer and lets him/her know liaison is available for consultation on Five-Year process. Liaison contacts External Reviewer.

AFTER END OF WINTER QUARTER

Liaison checks with Senate Office to see if a copy of the External Reviewer report has been received. Obtains copy of this report and reviews it for completeness, content. Communicates any apparent issues to CAPR at next meeting.

Liaison checks with Program Review Committee Chair to see if a meeting has taken place with their dean to discuss the self-study, five-year plan, and External Reviewer report.

Spring Quarter Duties

1st CAPR MEETING OF SPRING

Liaison reports on status of program external review, issues raised by report, etc.

PRIOR TO 2nd CAPR MEETING OF SPRING

Liaison checks with dean's office and the Program Review Committee to see if the dean's written response to the five-year review has been received, if a response to the External Review has been prepared, and if the five-year plan is being amended by the committee.

2nd CAPR MEETING OF SPRING

Liaison reports on status of report finalization.

PRIOR TO LAST CAPR MEETING OF SPRING

Liaison checks with Senate Office to see if full, completed five year report has been received by Spring deadline; if not received, contact Program Review Committee for status, report back to CAPR at its last meeting of the year.

LAST CAPR MEETING OF SPRING

(note that CAPR may have an additional meeting on the 4th Thursday of May depending on outstanding business)

Report to CAPR on status of review; if deadlines not met, explain nature of problem and expected timeline offered by Program Review Committee/Program Chair/Director for completion. Appoint incoming committee member to take over as Liaison if current Liaison is not a returning member.

Summer Quarter Duties

Outgoing liaison provides his/her notes and copy of report to new, incoming CAPR liaison (by first day of summer quarter). Liaison reviews report and evaluates it based on the Academic Program Review procedures to be ready for Fall quarter meetings.

Fall Quarter Duties (subsequent year)

1st CAPR MEETING OF FALL; SUBSEQUENT YEAR

Confirm timetable for reviewing each program from previous year.

PRIOR TO 2nd CAPR MEETING OF FALL

Liaison contacts Program Chair/Director to confirm that he/she is aware of his/her program review date and time.

FALL CAPR MEETINGS (2nd MEETING ONWARDS)

(note that in the event of there being many program reviews, this process may continue into Winter)

CAPR meets with representatives of each program subject to review in previous year. Liaison takes leadership in meeting with his/her program; prepares questions, etc.

Winter Quarter Duties (subsequent year)

PRIOR TO LAST CAPR MEETING OF WINTER

Liaison prepares CAPR's response document to the program review (see guide to response preparation, example) and submits it to CAPR members for review at next meeting.

BY LASTCAPR MEETING OF WINTER

CAPR reviews the draft response and recommendation, finalizes it, and submits it to ExCom for consideration. ExCom accepts and passes on to full Senate or returns to CAPR for amendment. If the CAPR's response and recommendation is returned by ExCom or rejected by the full Academic Senate, CAPR will consider the required action at the next available meeting date.

Winter/Spring Quarter Duties (as determined by Provost)

Liaison participates in Provost's
MOU meeting with program
representatives, CAPR Chair, etc.