

**Savannah State University**  
**Comprehensive Program Review**  
CPR Timeline and Management Plan

The review process for each unit involves the following:

Target Date	Internal Process	Responsible Person(s)
August 1	The Dean will notify Department Chair or Program Coordinator of their upcoming Comprehensive Program Review.	Provost and/or Associate Provost or Designee
<b>Activity 1:</b> The Department Chair or Program Coordinator recommends to the Dean a minimum of three potential external program reviewers. If the program is an accredited program, the Department Chair or Program Coordinator may use a committee of Savannah State University faculty from other disciplines as reviewers.		
August - November	The Comprehensive Program Review Template is set-up using the Campus Labs Assessment Portal. (Campus Labs Training is available through the Office of IRPS). <i>Note: Please complete "CPR D" before entering any data into the Campus Labs (CL) portal. The CPR document should not be uploaded into the (CL) until it is cleared by the Dean in Consultation with the Provost or Associate Provost.</i>	Dean, Department Chair and/or Program Coordinator
<b>Activity 2:</b> The Dean, in consultation with the Provost, selects a single reviewer.		
August - November	Faculty Credentials (Faculty Rosters) are requested from the Office of the Provost	Department Chair and/or Program Coordinator,
<b>Activity 3:</b> The Dean negotiates the external review with the selected reviewer and arranges for the on-site visit.		
November - February	Compile report and additional materials, complete narrative sections	Department Chair and/or Program Coordinator
<b>Activity 4:</b> The Department Chair or Program Coordinator creates a "Comprehensive Program Review Report," using the Savannah State University Comprehensive Review Template. The report is submitted to the Dean, who forwards the completed "Comprehensive Review Report" to the External Reviewer.		

<b>February 15</b>	Submit report to AVP, Academic Planning and Assessment	Department Chair and/or Program Coordinator
<b>Activity 5:</b> The External Reviewer submits a written report to the Dean that addresses the Comprehensive Program Review Report and additional information/materials gathered in relation to the on-site visit.		
<b>February - March</b>	Academic Planning and Assessment Reviews Report using CPR Review Rubric	Academic Deans
<b>Activity 6:</b> the Department Chair or Program Coordinator, in consultation with the faculty, submits a written response to the report of the External Reviewer to the Dean. This response includes a draft action plan to address any identified deficiencies/problem areas.		
<b>April 1</b>	Academic Planning and Assessment submits rubric report to Dean for review and response.	Academic Deans
<b>April 30</b>	Dean submits response to the Provost	Academic Deans
<b>Activity 7:</b> The Dean, following consultation with the department(s), submits a written assessment of the total academic program review to the Provost. The Dean's response will include a five-year review outcome analysis (assessment plan) and an action plan that is appropriate to the outcome analysis. Along with the CPR document, the Dean will submit the CPR report USG <u>form</u> . <b>(Note: See Dean's USG CPR Report form on IRPA's website; Tab Forms.)</b>		
<b>May - June</b>	Provost reviews CPR report, and Dean's response	Provost
<b>May - June</b>	Provost meets with Dean and Department Chair and/or Program Coordinator to discuss results and complete Board of Regents (BOR) report.	Provost, Dean, Department Chair and/or Program Coordinator
<b>July 15</b>	Per Dr. Marti Venn, Deputy Vice Chancellor for Academic Affairs directs that all CPRs not to be submitted to BOR, but stored in our Campus Labs Assessment Portal until requested. However, the Provost must submit per each program the Provost's CPR report USG form. (Note: See Provost's USG CPR Report form on IRPA's website; Tab Forms.)	Provost, AVP, IRPA

Updated 10/1/2018