Timeline and Due Dates for 2023-2024 Program Reviews	
1. Introductory program review meeting with primary PR contacts, College Designee/A-Dean and OIE Provost Designee	To be completed by **September 15, 2023**
2. Collect data (OIR, OIE, OAA, APS, etc.) (*OIR has a three-week turn-around for all data requests; two-week turn-around for APS)	To be completed **September 30, 2023**
3. Schedule data meetings (OIR, OIE, OAA, APS, etc.) as needed	As needed
4. Complete SWOT analysis to inform MOU 5. Have MOU reviewed and approved by Dean/A-Dean and 6. Submit MOU (Word Format) to the OIE Provost Designee who will obtain all necessary signatures via Adobe Sign	To be completed by **October 15, 2023**
7. Redact Self-study, inclusive of Action Plan, compile supportive evidence 8. Submit to OIE for review and approval (* OIE will issue a Self-Study Approval Status Letter or SSASL with a determination and recommendations; Multiple iterative revisions of the self-study and evidence may be needed)	Initial draft to be completed by **December 15, 2023** Final approved version to be finalized no later than **February 29, 2024**
9. Identify a pool of 5-6 potential external reviewers and submit list to OIE (*Reach out to potential external reviewers to gauge their willingness and availability <u>without</u> making any promises. The list must be reviewed and approved by Dean/A-Dean prior to submission to OIE. OIE will confer with the Provost's office to finalize the list and work to obtain required paperwork from selected external reviewers)	To be completed by **February 01, 2024**
10. Share self-study, evidence, sample program review questions, executive summary template, and BGSU's strategic plan with external reviewers	To be completed by **March 15, 2024**
11. Finalize external visit agenda and submit to OIE for confirmation (* visit agenda must be reviewed and approved by Dean/A-Dean prior to submission to OIE. Visits, virtual or in-person, may <u>NOT</u> be scheduled beyond April 15, 2023).	To be completed by **March 01, 2024**
12. Post-Visit: External reviewers' report of findings and executive summary due	To be expected from external reviewers no later than **3 weeks** after the visit
13. Post-Visit: Program's Response to external reviewers' report of findings due (* Submit response to findings to Dean/A-Dean prior to submission to OIE)	To be completed within **2 weeks** of submission of report of findings from external reviewers
14. Post-Visit: Submit revised Action Plan to OIE (* Revised Action Plan must be reviewed and approved by Dean/A-Dean prior to submission to OIE).	To be submitted to OIE no later than **July 05, 2024**
15. Implement Action Plan	**Fall 2024**
16. First yearly Action Plan Program Report due	**March 2025**

*<u>NOTE</u>: The Spring due dates reflected in the table above are calculated from a visit scheduled in April 2024. If your visit will occur earlier in the Spring semester, please contact OIE for adjustments and approval. All key documents must be uploaded in Teams/Trello.