

## Comprehensive Program Review (CPR) Steps

1. The Academic Department completes the CPR according to the most recent template provided by Office of Assessment & Accreditation.
2. The Academic Department provides the completed report to its Review Panel (external professional from discipline/field; faculty member from different CSP department; the College Dean).
3. The Review Panel provides feedback to the Department by means of a written report or rubric. The Panel and/or external evaluator may also provide consultation during the review process.
4. The Department creates a single PDF document of the CPR, Appendices, and Review Panel Report and uploads to the Google Team Drive folder designated for completed CPRs.
5. The Department completes its portion of the “Department-Dean Response to Review Panel and Action Steps” document and forwards to the Dean. This step provides an opportunity for the department to reply to the panel’s review and to outline specific steps planned to meet goals.
6. The Dean completes their portion of the “Department-Dean Response to Review Panel and Action Steps” document and forwards to the VPAA.
7. The VPAA reviews the “Department-Dean Response to Review Panel and Action Steps” document and brings it to the Academic Cabinet for review and finalization of recommendations.
8. The Academic Cabinet completes the “Academic Cabinet Response to Review and Action Plan” document and responds to the Department.
9. The VPAA reports recommendations to the Academic Subcommittee of the Board of Regents.