Worklfow step	Date to be performed	Position responsible	Undergraduate Morgantown	Graduate Morgantown	PSC	Tech
Review and revision of BOG cycle	Summer	DoAE&A	x	x	x	x
Notification of BOG cycle changes	Summer	DoAE&A	x	x	x	x
Data pull for next AY's program reviews	previous Fall; send out in Spring	x	DoAE&A	DoAE&A	Digital Measures - on campus	Digital Measures - on campus
Notification of programs under review to Deans, AA Deans, Dean at PSC, Provost at Tech	End Spring	x	Associate Provost	Associate Provost	Dean of AA	Provost
Programs respond by having 'responsible party' contact DoAE&A	End Spring	x	x	x	x	x
Distribution of Qualtrics Program Review Form to responsible party	End Spring	DoAE&A	x	x	x	x
Distribution of front-loaded data to responsible party	End Spring	x	DoAE&A	DoAE&A		
Notification of resources and support to AA Deans, responsible party	End Spring	x	DoAE&A	DoAE&A	Coord of A&A	DoA&ID
Submission of program reviews	December	x	x	x	x	x
Council members write report	February/March	x	Undergraduate Council	Graduate Council	Undergraduate Council	Undergraduate Council
Council reviews and votes and makes recommendation	February/March		Undergraduate Council	Graduate Council	Undergraduate Council	Undergraduate Council
Additional comment on program reviews (optional)	March/April	x	Associate Provost & DoAE&A		Associate Provost & DoAE&A	Associate Provost & DoAE&A
Additional comment on program reviews (optional)	April	x	x	x	Coord of A&A	DoA&ID
Submission of summaries to BOG	June	x	Associate Provost	Associate Provost	x	x
Submission of summaries to HEPC	July	x	Associate Provost	Associate Provost	x	x
Peer review, comments, and BOG response to Programs to Dean, AA Dean, responsible party	August/September	x	Associate Provost	Associate Provost	x	x
Program submits action plan and proposed timeline (if needed)	December	x	x	x	x	x
Archival of program review, comments, BOG response, HEPC response, action plan and timeline	Spring	DoAE&A	x	x	x	x
Oversight of program action plan and implementation i(if needed)	Next AY	x	DoAE&A	DoAE&A	Coord of A&A	DoA&ID