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## **Brooklyn College of the City University of New York The Program Self Study and External Review Overview**

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The City University of New York and -- by extension -- Brooklyn College requires a review of their centers, institutes, and degree programs on a regular basis to ensure programs' continued quality. These reviews provide guidance for ensuring academic relevance and excellence in order to serve Brooklyn College's mission and constituencies. The external reviews are required by the CUNY Board of Trustees, with an exception for programs accredited by an external professional accreditation governing authority. A suggested academic review timeline is outlined below.

### **Process Timeline**

The Process Timeline describes the five phases (five semesters) included in a typical Self Study and External Review. These phases and processes are suggested. The programs/departments may plan their timeline as they wish.

### **Phase I (Fall Semester I)**

#### **Self Study Introduction**

- First planning meetings held with IE, Ed Research & Assessment, Department Chair and Program heads
- Self Study requirements distributed to departments by IE

#### **Self Study Working Groups**

- Department faculty committees are formed, leads are identified, and information is documented and sent to School Dean

#### **Self Study Planning, Data Analysis, and Dependency Outreach**

- Department Chair or Program Head submits to Provost, School Dean, and Associate Provost the following:
  - One-page summary of important issues and list of principal questions that will be addressed in the review
    - Feedback provided back to department within 2 weeks from Provost, School Dean, and Associate Provost
- Final *Statement of Principal Questions* is submitted to Provost, Associate Provost, and School Dean within 2 weeks of feedback
- Plan is made regarding Principal Questions by self study committee
- Data request is submitted to IRDS
  - IRDS sends initial data within 4 weeks of request
    - Department responds to initial data set and reconciles data discrepancies with IRDS within 3 weeks
- Calendar identifying the deliverables and target deadlines is submitted to the Associate Provost and School Dean

- Department contacts the AVP of Finance to schedule a financial review.
- Department contacts any additional dependency units for data (e.g., CAASS, CTL, the Learning Center)

## Phase II (Spring Semester 1)

### Self Study Initial Draft

- Department conducts research and reviews and evaluates data to address Self Study requirements, and, where applicable, principal questions
- Department submits brief report on the status of self-study, including
  - Proposed External Review dates
  - Suggested reviewers

## Phase III (Fall Semester 2)

### External Review Planning *(The external review may occur in Fall Semester 2 or Spring Semester 2)*

- External Review dates established by the Associate Provost's Office in consultation with department and external reviewers.
  - Schedule (dates) is finalized with reviewers and department chair
  - Logistics for meeting space are completed by the department.
  - Travel plans for evaluation team arranged by School Dean's office
  - Faculty conduct final evaluation and continue to write the self study

### Self Study Finalization

- Department submits Self Study Draft to the School Dean for initial review **four months prior** to the external review. Feedback will be provided.
- Department submits Self Study to the Provost, Associate Provost, School Dean, and Ed Research & Assessment Manager **ten weeks prior** to the External Review site visit for final review. Feedback will be provided within two weeks.
- Department submits final draft of Self Study **six weeks prior** to site visit.

## Phase IV (Spring Semester 2)

### External Review Visit

- Refreshment/food orders placed within Brooklyn College by School Dean's office
- Office of the Associate Provost sends the final Self Study document to External Reviewers at least one month prior to the site visit
- External evaluators arrive on campus, conduct meetings with various constituencies including faculty, undergraduates, graduate students, staff, support area heads such as the learning center, assessment, library, IT, etc. (as appropriate for programs)

- Evaluators send report to Provost who reviews and then sends on to Associate Provost, School Dean, and Department Chair

### **Phase V (Fall Semester 3)**

#### **External Evaluation Response and Action Planning**

- Department receives review (if not sooner)
- Department writes response to the report and shares with Provost, Associate Provost, and School Dean
- Department schedules meeting with Provost and School Dean
- Department drafts a multi-year goals and actions plans and submits to Provost, Associate Provost, and School Dean