

Ohio University
Academic Support Unit Program Review (ASUPR) Milestones
FY10 Cohort

Step 1—Organizational Profile

Begin in July with completion by October 31 (Approx 8 hours)**

Step 2—Internal Assessment

With assistance from HR and unit liaison, complete by November 1st
(Approx. 8 hours) **

Step 3—Goal Setting and/or Revision

Department/unit will finish by or before December 15th**

“Self Study”
component is
submitted no later
than December 31

Step 4—External Review

One or two off-campus experts will be invited to visit the department in order to review the Self Study created in Steps 1-3 and interview various individuals. The planning unit suggests possible external reviewers; however the selection of the reviewers is the responsibility of the ASUPRC and the planning unit head. An External Review should take place by April 1st with a brief report provided by the evaluators within thirty days following review.

Step 5—Improvement Plan

Write a summary (final report) of the finding of steps 1-4 and, following review by and approval of the planning unit head, submit to ASUPRC, EVP/P, SVPF&A, and Budget Planning Council. The report must include specific action items for improvement and be submitted by June 1st.

Step 6—Implementation***

Implement plans to address action items, and assess progress/outcomes with approval from ASUPRC, EVP/P, SVPF&A, and Budget Planning Council.

Step 7—Submit Annual Updates

Annual updates on progress are to be submitted to the ASUPRC, EVP/P, SVPF&A, and Budget Planning Council by June of each year.

These steps to
be completed no
later than June

****HR Staff are available to assist your group with steps 1-3. Contact Julie Wilson (597-2153), Teri Combs (593-1617), or Brent Patterson (593-4472) for assistance with these steps of the review process.**

Step 8—Stakeholder Review***

Within two years of the completion of the External Review, an internal/Stakeholder Review is conducted to determine departmental alignment with Vision OHIO mission, and to assess effectiveness and quality of the program. Submit a summary of the findings, following review by and approval of the planning unit head, to ASUPRC, EVP/P, SVPF&A, and Budget Planning Council. The report will contain existing improvement plans and must include specific action items for improvement.

*****Institutional Research staff are available to assist your department with determining the most effective data to use for assessing program outcomes**

***Visit: www.ohio.edu/asupr to learn more about the ASUPR process, liaison contact information, sample submissions, and document templates.**