



recommendations. The committee will consist of these faculty members, one faculty member from outside the unit, and a Dean or Director or Dean's or Director's representative external to the school or college as an ex officio member.

We anticipate committee members to spend a significant amount of time on this committee, with tasks including: reading program reports prior to committee meetings, discussion of programs during committee meetings, and writing program feedback and recommendations. We anticipate each report submitted for full review in a given year taking 1-3 hours of committee member work time to review.

It will likely require support from a staff member to coordinate training for this committee, schedule its meetings, and communicate with the Accreditation and Assessment Office as needed.

#### Financial Data Provision and General Data Support:

In the late summer, fiscal officers and/or executive officers or their equivalent will need to complete and submit a financial data template for all programs that are coming up for a full review in the coming year's cycle.

Each school or college should have a designated point of contact to assist departments with reviewing and interpreting their program's data, both academic and financial. This person will undergo training and will act as a data liaison with the PAIR office for data questions and corrections. They may also assist review committee members with understanding data and drawing conclusions.

#### Communication, Planning and Support:

Notification of departments scheduled to undergo a full or a mid-cycle review in the coming year should be scheduled for the prior spring. Notification to department chairs should happen after the chairs for the upcoming year have been elected, in cases where there is changeover.

Outreach to department chairs and program heads about mid-cycle or full review processes, deadlines and overall timeline should be planned for early fall. The person who sends this outreach should be prepared to act as a main point of contact for departmental questions.

Training for department chairs, and for review committee members, will need to be scheduled and facilitated with the Accreditation and Assessment office.

As the school/college committee conducts the reviews, the dean's or director's office will need to notify the Accreditation and Assessment Office by March 1 whether any