SAAS Program Review Timeline – AY2024-25

Submit reports to pam.bowers@sc.edu; meeting notifications / arrangements, and communication / travel for external reviewers will be managed by the Office of AVP for Assessment.

Schedule	Activities	Responsible Party
SPRING/SUMMER - Review Notification and Preparation		
May	Unit director is notified of upcoming review in Fall Term	AVP for Assessment
May	Informational meeting and process review with Unit Director, Assessment Council Representative	AVP for Assessment
Summer	Develop plans for review process and list of potential reviewers	Unit Director
FALL – Unit Self-Study and Preparation for External Review Site Visit		
1st section due Sept 6	Begin Self-Study Process	Unit Director
Due Date – September 13 Send email to pam.bowers@sc.edu , subject line: External Reviewer Candidates	Submit list of potential external reviewers to AVP for Assessment for VPSAAS review	Unit Director VPSAAS will make final reviewer selections

Submit Self-Study Report – 5 Sections (email word document, named with the section name below, 12 pt times-roman font, standard margins, no special formatting)
     9/6/24   1. Overview
     9/27/24   2. Organization, Staff
   10/18/24   3. Resources
   11/8/24   4. Effectiveness and Continuous Improvement
   12/6/24   5. Summary and Recommendations
   By January 10, 2025 – review all sections and submit final report.
Review submitted section and provide feedback (ongoing)
		Unit Director
		
		Assessment Council Dept Rep
		AVP for Assessment

October 15, 2024	Select and notify external reviewers Make arrangements for site visit	VPSAAS AVP for Assessment
Second Spring – Final Self-Study Report and External Site Visit		
January 10, 2025	Submit Final Self-Study Report	Unit Director
January 24, 2025	Send final report to reviewers. Plan Site Visit Itinerary	AVP for Assessment will coordinate
March, 2025	External Review Site Visit	Arrangements - AVP Assessment; Visit hosted by Unit Director
May 1, 2025 (2-3 weeks after visit)	External Review Report due	Sent to AVP Assessment
Second Spring/Second Summer/Second Fall		
June 1, 2025	Meeting to discuss report, unit's response, and expectations for action plan.	Unit Director, supervising AVP, AVP Assessment, VPSAAS
July 1, 2025	Unit Action Plan submitted	Unit Director
October, 2025 (6 months after site visit)	Action Plan follow-up meeting	Unit Director, supervising AVP, AVP Assessment, VPSAAS