



HLC Accreditation Evidence

Title: Program Review Process

Office of Origin: Vice President of Instruction

Program Review Process

1. The Barton program review is conducted annually, beginning in late September. The Vice President of Instruction, Dean of Academics, Dean of Fort Riley Technical Education and Military Outreach Training, Dean of Military Academic Services, Dean of Workforce Training and Community Education, and Associate Dean of Distance Learning oversee the process.
2. Late September: The Dean of Administration provides department/program credit hours, revenue, expense data.
3. Late September: The Office of Institutional Research provides majors, completions, demographics data.
4. October – February: Department/Program Review and Reporting
Oversight: Dean(s)
Other participants: Department Head, Faculty
Review process:
 - Data from Dean of Administration and Institutional Research Reports
 - Program Review – See examples
 - Goal Identification
 - Report Writing
 - Report review with respective Dean(s) and Vice President
5. March – April: Executive Team Review (President, Vice President of Instruction, Vice President of Administration, Vice President of Student Services)
6. April – May: Development of Program Review Summary
Vice President of Instruction
7. Summer: Presentation of Program Review Summary
Vice President of Instruction

PROGRAM REVIEW FLOWCHART

