|  |
| --- |
| **TOOLKIT #10: PROGRAM REVIEW FINAL REPORT****PROGRAM REVIEW FINAL REPORT SECTION: ALL** |
| **Overview**The end is near. The Program Review Final Report is the culminating task as a result of the comprehensive data collection and analysis completed by the PRL and program team. The Program Review Final report is comprised of 4 key sections: Summary, Program Quality, Market Demand, and 5-Year Action Plan. Most components of program review have been included in the Program Review Final Report. Now is the time to add in the final details and finalize the 5-Year Action Plan. |
| **Instructions****[ ]** Complete section 1.00, 1.01, 1.02 of the Program Review Final Report**[ ]** Prepare a DRAFT of section 4.0: 5-Year Action Plan of the Program Review Final Report based on recommendations from all previous steps of the process**[ ]** Organize and schedule a 3-hour meeting between February 28, 2014 and March 18, 2014.* *Attendees*: Associate Dean, PRL, Program Faculty, CDL, IRL (*Optional Attendees*: Student Success Advisor)
* *Agenda*:
	1. Introductions
	2. Why We’re Here
	3. Review Program Review Final Report
	4. Finalize 5-Year Action Plan
	5. Next Steps
* *Meeting Outcomes*: Review DRAFT Program Review Final Report and make changes based on program team input. Finalize 5-Year Action Plan.
* *What to Bring*: Coffee/Tea/Snack/Smile

 **[ ]** Make revisions to the Program Review Final Report based on input and feedback from the program team. **[ ]** Email DRAFT to CDL for further revisions on or before March 19, 2014. Revisions will be emailed back to PRL on or before March 26, 2014. **[ ]** Email DRAFT to AD for further revisions on or before March 26, 2014. The AD will have until April 9, 2014 for review and input. **[ ]** Email DRAFT to Dean for final revisions on or before April 9, 2014. **[ ]** Email the Program Review Final Report to quality@mohawkcollege.ca on or before April 30, 2014Congratulations! You have successfully lead a program through the comprehensive program review process. **Next Steps*** Enjoy a coffee, tea, cappuccino, or beverage of choice to celebrate with the program team
* Follow the Annual Program Review process to monitor the status of 5-Year Action plan (more details to follow about Annual Program Review)
 |
| **Helpful Hints*** None
 |
| **Alignment**PQAPA criterion #Academic Plan item#Strategic Plan item #Program Review Policy section # |