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| **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](mailto:quality@mohawkcollege.ca) on or before April 30, 2014  Congratulations! 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 # |