



Program Review & Continuous Improvement 5-Year Cycle

Each year, programs and service units complete some element of Continuous Improvement in the 5-year Program Review cycle.

In the 5-year cycle, Years 1 and 3 are implementation and data collection years. The raw data does not need to be turned in, but it should be maintained by the program or unit.

In the 5-year cycle, Year 2 is when data summary, findings and an action plan are developed for Year 3. This plan can be a revision of the original action plan, or can consist of a 2nd Continuous Improvement Plan.

In the 5-year cycle, Year 4 is the year when data summaries, findings and recommendations for improvement are completed. However, this information is not due until the program review is completed in Year 5. The data summary, findings and recommendations should be submitted to the Institutional Research Office no later than February 1st of Year 5, using the Continuous Improvement Plan form included as part of the Program Review Report.

Five Year Cycle Deadline – February 1st

- Year 5 – Submit the 1st and 2nd Continuous Improvement Plans, with their analyzed supporting data as part of the Program Review Report.

Year 1

- ✓ Implement Plan & Collect Data
- ✓ No report

Year 2

- ✓ Analyze Results from 1st Continuous Improvement Plan
- ✓ Revise Original Plan or Draft 2nd Continuous Improvement Plan

Year 3

- ✓ Implement Plan & Collect Data
- ✓ No report

Year 4

- ✓ Summarize Collected Data & Analyze the Results to Establish Findings

Year 5

- ✓ Submit Program Review Report with 1st and 2nd Continuous Improvement Plans attached