



Preparing for Program Reviews Checklist

Use the checklist to stay on track to successfully complete the course.

Module 1: Getting Started

Minimum time estimated: 1 hour

- ☐ Read all information in the Start Here page
- ☐ ***Complete the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**

Module 2: Preparing for Program Reviews

Minimum time estimated: 1 hour

- ☐ Read the "Preparing for Program Reviews" Lesson
- ☐ Read the "Program Readiness Checklist"
- ☐ Read "Program Review Roles"
- ☐ Post to the "Is Your Program Ready for a Program Review?" Reflection Forum
- ☐ Read the "Evaluation and Certificate Instructions"

Module 3: Online Program Design

Note: Stage One and Stage Two Narrative and Evidence forms require a Data Analysis Cover Sheet for each data file being submitted.

- ☐ Data Analysis Cover SheetURL
- ☐ Stage One Narrative and Evidence - Program Design
- ☐ Program and Learning Outcomes - Example from Stevenson University
- ☐ Request for Additional Evidence - Program Design
- ☐ Stage Two Narrative and Evidence - Program Design
- ☐ Individual Program Reviewer Report - Program Design
- ☐ Team Chair Final Report - Program Design
- ☐ Program Liaison Response to Final Report
- ☐ Program Certification Resubmission Agreement

Module 4: Online Teaching Support

Note: Stage One and Stage Two Narrative and Evidence forms require a Data Analysis Cover Sheet for each data file being submitted.

- ☐ Data Analysis Cover Sheet
- ☐ Stage One Narrative and Evidence - Online Teaching Support

- ☐ Request for Additional Evidence - Online Teaching Support
- ☐ Stage Two Narrative and Evidence - Online Teaching Support
- ☐ Individual Program Reviewer Report - Online Teaching Support
- ☐ Team Chair Final Report - Online Teaching Support
- ☐ Program Liaison Response to Final Report
- ☐ Program Certification Resubmission Agreement

Module 5: Online Learner Support

Note: Stage One and Stage Two Narrative and Evidence forms require a Data Analysis Cover Sheet for each data file being submitted.

- ☐ Data Analysis Cover Sheet
- ☐ Stage One Narrative and Evidence - Learner Support
- ☐ Request for Additional Evidence - Learner Support
- ☐ Stage Two Narrative and Evidence - Learner Support
- ☐ Individual Program Reviewer Report - Learner Support
- ☐ Team Chair Final Report - Learner Support
- ☐ Program Liaison Response to Final Report
- ☐ Program Certification Resubmission Agreement

Module 6: Online Learner Success

Note: Stage One and Stage Two Narrative and Evidence forms require a Data Analysis Cover Sheet for each data file being submitted.

- ☐ Data Analysis Cover Sheet
- ☐ Stage One Narrative and Evidence - Learner Success
- ☐ Request for Additional Evidence - Learner Success
- ☐ Stage Two Narrative and Evidence - Learner Success
- ☐ Individual Program Reviewer Report - Learner Success
- ☐ Team Chair Final Report - Learner Success
- ☐ Program Liaison Response to Final Report
- ☐ Program Certification Resubmission Agreement