**ROUTING SLIP**

**Academic Affairs Administrative Program Review**

**Unit:**

**Date Submitted:**

**Unit Lead:**

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| \_\_\_\_\_\_\_\_\_\_ 1. | Unit Lead emails Academic Affairs Administrative Program Review (AAAdPR) to the Chair of the Academic Affairs Administrative Program Review Committee (AAAdPRC). |
| \_\_\_\_\_\_\_\_\_\_ 2. | Unit Lead delivers/mails original signed hard copy of the Executive Summary along with this routing slip to the Chair of the AAAdPRC. |
| \_\_\_\_\_\_\_\_\_\_ 3. | Chair of the AAAdPRC emails a status update on all AAAdPRs to the Vice President for Academic Affairs. |
| \_\_\_\_\_\_\_\_\_\_ 4. | Chair of the AAAdPRC uploads AAAdPRs to Blackboard. AAAdPRC members read and evaluate assigned AAAdPRs. |
| \_\_\_\_\_\_\_\_\_\_ 5. | AAAdPRC members email Reader Reports to the Chair of the AAAdPRC. |
| \_\_\_\_\_\_\_\_\_\_ 6. | Chair of the AAAdPRC sends Summary of Reader’s Reports to Unit Lead and appropriate School Dean. |
| \_\_\_\_\_\_\_\_\_\_ 7. | AAAdPRC Reader Teams provide brief status updates of all AAAdPRs to other committee members at an AAAdPRC meeting. |
| \_\_\_\_\_\_\_\_\_\_ 8. | Co-Chairs of the Institutional Program Review Committee (IPRC) present AAAdPRs as an “Information Item” to the Southwestern College Governing Board. |
| \_\_\_\_\_\_\_\_\_\_ 9. | Faculty Co-Chair of the IPRC copies all AAAdPRs into Public Folders. |
| \_\_\_\_\_\_\_\_\_\_ 10. | Faculty Co-Chair of the IPRC prepares prioritization lists for Shared Consultation Council (SCC) Standing Committees. |