

Instructional Annual Update Checklist

- ☐ Data Review:
 - Note any significant change in success, retention, completion rates, Program completion, and enrollment, if any.
- ☐ Goal Updates:
 - Address any updates to Program Goals.
 - This includes closing goals, or creating new goals (as necessary)
- ☐ Curriculum Check:
 - Check to see that all courses have been updated within the last four years.
 - If any are out of date, discuss the timeline to update curriculum that is outside of the four years.
- ☐ Assessment Check:
 - Make any relevant updates, new observations, or “close the loop” to program Assessments (These updates can be made within the Assessment portion of the Nuventive Platform).
- ☐ Make any updates to the Equity Section
 - Add detail on recent equity-related professional development, if any
- ☐ Make any updates to the Credit for Prior Learning (CPL) section
 - Add details for CPL section
- ☐ Complete resource requests
 - Enter new resource requests for this Program Review cycle.
- ☐ Complete New Faculty resource request, if applicable
- ☐ Complete the Program Review Reflections section with any feedback on how to improve the process or platform to make the program review process more meaningful.
- ☐ Don't forget to submit and select 'Yes' under Submission to confirm all sections of your annual update have been reviewed and updated if needed.