



**DIVISION OF  
STUDENT AFFAIRS  
MISSISSIPPI STATE UNIVERSITY  
• OFFICE OF ASSESSMENT •**

**Comprehensive Program Review Process**

<i>Time Line</i>	<i>Major Action</i>	<i>Page Reference</i>
<b>Orientation Semester</b>	<b>Office plans the CPR</b>	
Step 1	Appoint Self-Study Team <ul style="list-style-type: none"> <li>• Minimum of 3 persons including the Director</li> <li>• Identify and confirm the Students Affairs representative from outside the department</li> </ul>	
Step 2	Train Self-Study team	
Step 3	Conduct Departmental Orientation to CPR	
Step 4	Create Table of Contents for the Self-Study Report	
Step 5	Select the Site Review Team (SRT) <ul style="list-style-type: none"> <li>• 1 or 2 Team Leaders who are the external consultants and reviewers with expertise in the discipline</li> <li>• 1 Student Affairs representative from outside of the department</li> <li>• At least 1 MSU non-academic representative from outside of Student Affairs</li> <li>• MSU academic administrator/faculty</li> <li>• External MSU representative if appropriate</li> <li>• 2 or more student representatives (at least one graduate and one undergraduate)</li> </ul>	
	Confirm the Team Leader and schedule the site visit	
<b>Writing Semester</b>	<b>Self-Study Report developed</b>	
Step 6	Develop a complete draft of the Self-Study	
Step 7	Confirm all members of the Site Review Team Prepare the SRT agenda and notify the Site Review Team and interviewees	
Step 8	Review/revise Self-Study based on departmental feedback	
Step 9	Review/revise based feedback from the Vice President for Student Affairs (VPSA), Associate Vice President for Student Affairs (AVPSA) and Office of Assessment	

<b>Visit Semester</b>	<b>Site Review Team visit the campus</b>	
Step 10	Plan SRT visit	
Step 11	Deliver Self-Study to the SRT members	
Step 12	SRT visits the MSU campus	
Step 13	SRT develops a written report of recommendations	
Step 14	VPSA Summary Interview with MSU Academic Administrator	
<b>Follow up</b>	<b>Department Prepares Follow Up Reports</b>	
Step 15	Strategic Planning Response	
Step 16	CPR Summary Report	