

## Review Timeline Course Review

### Before the Review

#### -120 Work Days

- ACE sends a 120-day alert email to the schoolhouse that it is scheduled for a course review.
- The Service Program Manager supports and confirms the notification.

#### -90 Work Days

- ACE sends a 90-day alert email to the schoolhouse reminding them that the POIs are due in 30 days.
- The schoolhouse Point of Contact (POC) completes the spreadsheet of courses to be reviewed and submits this to the Service Program Manager and ACE ([MilEval@acenet.edu](mailto:MilEval@acenet.edu)).
  - The spreadsheet data points should include the course title, course number, ACE ID (if previously evaluated), academic hours, training start date, and course contact.
  - This spreadsheet serves as a preliminary checklist for the review.
- Preliminary audits are conducted to facilitate the timely program of instruction (POI) submission process.

#### -60 Work Days

- The schoolhouse POC submits the approved POI to **both** the Service Program Manager and to ACE Military Evaluations ([MilEval@acenet.edu](mailto:MilEval@acenet.edu)) for processing.
- ACE staff develops a disposition list of courses for the scheduled review.
- The schoolhouse identifies and confirms main POCs for the review.

#### -45 - 30 Work Days

- ACE coordinates a conference call with the appropriate schoolhouse POCs, identified subject matter experts, course managers, and the Service Program Manager.
- A final review of the disposition list of courses is conducted, any issues are resolved, and the POC verifies that the disposition list is accurate and contains the courses to be reviewed.
  - Are all the courses you want reviewed on the disposition list?
  - Are all the courses in a sequence on the list? (phase 1/phase 2, distance learning /resident courses, reserve/active duty)
  - Is there anything on the list that shouldn't be there?
- The expectations of the course review are discussed and logistics are coordinated, including directions to the review location and base access.

### **-30 - 0 Work Days**

- POC and ACE staff continue to communicate as needed to arrange details of the review.
- POC finalizes and returns agenda to ACE.
- POC gathers materials for the review. These materials should be provided for each course coded 'Pending' or 'PE' on the disposition list produced by the ACE staff and verified by the POC. (Note that any classified materials must be sanitized **before** being presented to the team.):
  - Program of Instruction.
  - Curriculum Outline.
  - Student/Instructor Guides and manuals.
  - Assessments (for example, exams, projects, etc.).
  - Any additional supplemental materials.

### **During the Review**

#### **Day 1**

- POC arranges for in-briefing of ACE team by appropriate course managers, senior leadership and instructors.
- POCs, course managers, instructors are available to ACE team for questions and requests for additional materials.

#### **Day 2**

- POCs, course managers, instructors are available to ACE team for questions and requests for additional materials.

#### **Day 3**

- POCs, course managers, instructors are available to ACE team for questions and requests for additional materials.
- POC coordinates exit briefing, when notified by ACE Field Coordinator.

### **After the Review**

#### **+30 Work Days**

- The POC receives a copy of the final report, reviews the report, and addresses any concerns or issues with ACE staff.
- ACE staff releases the course exhibits to the Military Guide for alignment with the Joint Services Transcript (JST) and open source access.

#### **Updates and Changes**

- The schoolhouse POC conducts ongoing inventory of courses and determines the need to alert the Service Program Manager to schedule another review.
- For courses that have undergone curriculum revisions, the schoolhouse POC must submit a revised, approved POI to ACE linking it to a scheduled review.

- Courses with only administrative changes (title, termination, training location, etc.), may be submitted for immediate update and do not need to be linked to a scheduled review.