

PROGRAM REVIEW TENTATIVE TIMELINE: 2015-2016

FALL QUARTER 2015

OCT 07	Integrated Planning and Budget (IP&B) presents the annual and comprehensive Program Review templates at Planning and Resource Council (PaRC).
OCT 16	2014-2015 student learning outcome (SLO) reflections entered in TracDat.
OCT 21	PaRC approves the annual and comprehensive Program Review templates.
OCT 21	Program Review Committee (PRC) presents the comprehensive Program Review evaluation rubric at PaRC.
NOV 04	PaRC approves PRC's comprehensive Program Review evaluation rubric.
NOV 04	Office of Instruction holds 1 st Program Review training session for faculty.
NOV 11	Office of Instruction holds Program Review training session for student services and administrative units.
NOV 18	Office of Instruction holds 2 nd Program Review training session for faculty.
DEC 11	Instructional and Student Services Program Reviews due to Dean/Director.

WINTER QUARTER 2016

Instruction & Student Services	
JAN 06	Dean/Director completes Program Review feedback and follow up, and forwards documents to Vice President for review. <i>* For comprehensive Program Review, the Vice President will also complete Section 9.</i>
WEEK OF JAN 11	Dean/Director shares completed Program Review documents, including (Dean/Director/VP) feedback with department faculty/staff, allowing for discussion, review and revisions.
WEEK OF JAN 18	Program Review documents (including completed template, additional data sources, TracDat reports) due to the Office of Instruction for public posting. <i>* Deans/Directors should be provided a copy of the submitted documents.</i>

Administrative Units	
JAN 22	Program Review documents are due to Vice President or College President.
JAN 29	Vice President or College President completes feedback and follow up, and shares comments with Program Review author(s) for review and final revisions.
FEB 05	Program Review documents (including completed template, additional data sources, TracDat reports) due to the Office of Instruction for public posting.

FEB - MAR	PRC meets to review comprehensive Program Review documents.
FEB 11	Divisions submit prioritized resource request lists to their Vice President, based on information from Program Reviews.
WEEK OF FEB 22	Vice Presidents meet with Deans/Directors (and other appropriate faculty or staff) to review each Division's prioritized resource requests.
WEEK OF MAR 07	Vice Presidents meet with each other to create one prioritized resource request list.

PROGRAM REVIEW TENTATIVE TIMELINE: 2015-2016

WEEK OF MAR 14	Vice Presidents present their prioritized resource request list to OPC (except for new faculty and staff requests).
MONTH OF MARCH	Using the prioritized resource request list, the Operations Planning Committee (OPC) begins meeting to prioritize all resource requests (except for new faculty and staff requests).

SPRING QUARTER 2016

MONTH OF APRIL	OPC continues meeting to prioritize all resource requests (except for new faculty and staff requests).
APR 20	Vice Presidents share their prioritized resource request list with PaRC, with a presentation on new faculty and staff requests.
APR 20	New faculty and staff prioritization survey opens (PaRC voting members)
APR 20	PRC presents comprehensive Program Review recommendations to PaRC.
MAY 04	PaRC approves the PRC's recommendations.
MAY 18	Vice Presidents present their updated prioritized resource list, especially all new faculty and staff requests, if needed (depending on PRC's recommendations to PaRC regarding the comprehensive Program Reviews).
MAY 18	Results from the new faculty and staff prioritization survey presented at PaRC.
MAY 18	OPC presents resource allocation recommendations to PaRC. (B-Budget, Equipment, Facilities, One-Time, Re-Assign Time)
JUNE 01	Results from the new faculty and staff prioritization survey accepted at PaRC.
JUNE 01	PaRC approves the OPC's resource allocation recommendations.

FALL QUARTER 2016

MONTH OF OCTOBER	College President reviews actual allocations based on resource prioritization process, including requests for new faculty and staff.
-----------------------------	--