

Program Review Timeline: 2014-2015

Fall Quarter 2014

- October 1:** Integrated Planning & Budget Taskforce (IP&B) presents the annual and comprehensive program review templates at Planning and Resource Council (PaRC).
- October 10:** 2013-2014 student learning outcome (SLO) reflections entered in TracDat.
- October 15:** PaRC approves the annual and comprehensive program review templates.
- October 15:** PRC presents their comprehensive program review evaluation rubric at PaRC.
- November 5:** PaRC approves PRC's comprehensive program review evaluation rubric.
- November 5:** Office of Instruction holds program review training session for instruction.
- November 21:** Office of Instruction holds program review training session for student services and administrative units.
- December 3:** Office of Instruction holds program review training session for instruction.
- December 12:** Instructional and Student Services program reviews due to the Dean or Director.

Winter Quarter 2015

Instruction and Student Services

- January 13:** Dean or Director completes Feedback and Follow Up, and forwards documents to Vice President for review. *For comprehensive program reviews, the Vice President will also complete section 9.*
- Week of January 19:** Dean or Director shares completed program review documents, including (Dean/Director and VP) feedback with department faculty and staff, allowing for discussion, review and revisions.
- Week of January 26:** Program review documents (including completed template, additional data sources, TracDat reports) due to the Office of Instruction for public posting. *Deans or Directors should be provided a copy of the submitted documents.*

Administrative Units

- January 20:** Program review documents are due to Vice President or President.
- January 30:** Vice President or President completes Feedback and Follow Up, and shares their comments with program review author(s) for review and final revisions.
- February 6:** Program review documents (including completed template, additional data sources, TracDat reports) due to the Office of Instruction for public posting.
- February-March:** PRC meets to review comprehensive program review documents.
- February 13:** Divisions submit prioritized resource request lists to their Vice President, based on information from program reviews.
- Week of February 23:** Vice Presidents meet with Deans (and other appropriate faculty or staff) to review each division's prioritized resource requests.
- Week of March 2:** Vice Presidents meet with each other to create one prioritized resource request list.
- 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).

Program Review Timeline: 2014-2015

Spring Quarter 2015

April: The OPC continues meeting to prioritize all resource requests (except for new faculty and staff requests).

April 15: Vice Presidents share their prioritized resource request list with PaRC, with a presentation on new faculty and staff requests.

April 15: New faculty and staff prioritization survey opens (PaRC voting members).

April 15: PRC presents comprehensive program review recommendations to PaRC.

May 6: Vice Presidents update their prioritized resource list, especially all new faculty and staff requests, if needed (depending on PRC's recommendations to PaRC regarding the comprehensive program reviews on April 15, 2015).

May 6: PaRC approves the PRC's recommendations.

May 20: Results from new faculty and staff prioritization survey presented at PaRC.

May 20: OPC presents resource recommendations to PaRC (B-budget, equipment, facilities, one-time, reassign time).

June 3: Results from new faculty and staff prioritization survey accepted at PaRC.

June 3: PaRC approves the OPC's recommendations.

Fall Quarter 2015

October: President reviews actual allocations based on resource prioritization process, including requests for new faculty and staff.