19-20 Program Review Timeline and Due Dates

FOOTHILL COLLEGE

Month	Due Date	Action	Who is Responsible
September	9-30-19	Notification to Deans, Academic Senate, and Classified Senate Requesting Writers and Readers	Office of Instruction
October	10-25-19	Deans send confirmation of the Writers to the Office of Instruction	Deans & AVPs
	10-30-19	Orientation and Training of the Writers	Office of Instruction
November	11-1-19	Writer(s) Draft the Self-Study Report - Start 11-1-19 to 2-28-20	Writers
	11-8-19	Confirmation of the Readers from Academic and Classified Senates	Academic Senate Classified Senate
	11-22-19	Orientation and Training of the Readers	Office of Instruction Readers
January	1-17-20	Section A-D in the Self-Study Template is due to the Dean for review and feedback	Writer
	2-7-20	Deans provide feedback to the Writer(s) on Section A-D of the Self-Study Template	Deans & AVPs
February	2-29-20	Final Draft (All Sections) of the Program Review Template is Due	Writer
March	3-2-20	Readers are provided the Program Review Template and the PR Evaluation Rubric to begin the evaluation	Office of Instruction
	3-2-20	Readers begin the evaluation of the Program Review Template	Readers
April	4-3-20	Readers Complete the Evaluation and Submit their Final Rubric	Readers
	4-15-20	PowerPoint Presentation Due to the Office of Instruction	Writers
April/May	TBD	College Council Reviews Programs' Self-Study Reports and Presentations	The College Council