

## Program Review Timeline 2017-18

September 29, 2017

### **FALL QUARTER**

- College President shares allocation decisions from requests made the previous year. Area administrators share with staff.
- Program faculty and staff participate in program review training sessions and meet to discuss program assessments and plans.
- A draft of the program review document is shared.
- Completed program review is sent to administrator by December 8, 2017

### **WINTER QUARTER**

<b>Instruction - Student Services - Administrative Units</b>	
<b>JAN 05</b>	For Comprehensive Program Reviews, Dean/Director and Vice President complete Program Review Feedback and Follow-Up
<b>JAN 05</b>	For Annual Program Reviews, only the Dean/Director completes Program Review Feedback and Follow-Up.
<b>WEEK OF JAN 08</b>	Dean/Director shares completed Program Reviews, including feedback, with department faculty/staff, allowing for discussion and review.
<b>WEEK OF JAN 15</b>	Program Review documents (completed templates, additional data, TracDat reports) due to the Office of Instruction for public posting.

<b>FEB - MAR</b>	Program Review Committee (PRC) meets to review and evaluate Comprehensive Program Review documents.
<b>WEEK OF FEB 12</b>	Divisions submit Prioritized Resource Request Lists to their Vice President, based on requested included in Program Review.
<b>WEEK OF FEB 19</b>	Vice Presidents meet with Deans/Directors to review each Divisions Prioritized Resource Requests.
<b>WEEK OF MAR 05</b>	Vice Presidents meet with each other to create one Prioritized Resource Request List.
<b>WEEK OF MAR 12</b>	Vice Presidents present the Prioritized Resource Request List to Operations Planning Committee (OPC)
<b>MAR - APR</b>	Operations Planning Committee (OPC) begins meeting to prioritize all Resource Requests (except for new faculty and staff requests).

### **SPRING QUARTER**

- Program Review Committee (PRC) presents Comprehensive Program Review Recommendations to PaRC.
- OPC presents Resource Allocation Recommendations (B-Budget, Equipment, Facilities, One-Time, Re-Assign Time) to PaRC.
- PRC reviews template and proposes any changes to PaRC.