

# Program Review & Resource Prioritization Timeline: 2013-2014

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## Fall Quarter

**October 14:** 2012-2013 student learning outcome (SLO) reflections are entered in TracDat.

**November:** Program Review Committee (PRC) meets with programs whose comprehensive program review was given a “yellow” or “red” recommendation in previous cycle.

**November 20:** PRC presents their comprehensive program review evaluation rubric at Planning and Resource Council (PaRC).

**November 20:** Operations Planning Committee (OPC) presents their resource prioritization rubric at PaRC.

**November 20:** Workforce Workgroup presents their Perkins funding rubric at PaRC.

**December 2:** Perkins narrative funding requests due to Workforce Workgroup.

**December 4:** PRC, OPC and Perkins rubrics are approved by PaRC.

**December 13:** Instructional and Student Services program reviews are due to the Dean or Director.

## Winter Quarter

### *Instruction and Student Services*

**January 13:** Dean or Director completes Feedback and Follow Up (section 9), and forwards documents to Vice President for review. *For comprehensive program reviews, the Vice President will also complete section 9.*

**Week of January 20:** 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 27:** 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 21:** Program review documents are due to Vice President or President.

**January 31:** Vice President or President completes Feedback and Follow Up (section 9), and shares their comments with program review author(s) for review and final revisions.

**February 7:** Program review documents (including completed template, additional data sources, TracDat reports) due to the Office of Instruction for public posting.

### *Resource Prioritization*

**February:** Workforce Workgroup meets to prioritize Perkins funding requests.

**February-March:** PRC meets to review comprehensive program review documents.

**February 13:** Divisions submit prioritized resource request lists to their Vice President.

**Week of February 24:** Vice Presidents meet with Deans (and other appropriate faculty or staff) to review each division’s prioritized resource requests.

**March-April:** OPC meets to prioritize resource requests.

**Week of March 3:** Vice Presidents meet with each other to create one prioritized resource request list.

**Week of March 17:** Vice Presidents present their prioritized resource request list to OPC.

**March 19:** Workforce Workgroup present their Perkins funding recommendations to PaRC.

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### Spring Quarter

**April 16:** PaRC approves Perkins funding recommendations.

**April 16:** Vice Presidents to share their prioritized resource request list with PaRC, with a presentation on new faculty and staff requests.

**April 16:** PRC presents comprehensive program review recommendations to PaRC.

**May 7:** Vice Presidents to 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 16, 2014).

**May 7:** PaRC approves PRC's recommendations.

**May 7:** New faculty and staff prioritization survey opens (PaRC voting members)

**May 21:** OPC presents resource prioritization recommendations to PaRC.

**June 4:** PaRC approves OPC's resource prioritization recommendations.

**June 4:** Results from new faculty and staff prioritization survey presented at PaRC.

**June 18:** Results from new faculty and staff prioritization survey accepted at PaRC.

### Fall Quarter

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