

Program Review Timeline for FY 2015-2016

May 2015	Planning Parameters for FY 2015-16 program review process presented to College Planning Council and distributed to campus via email from College President
August 14	Programs and divisions meet on mandatory flex day
August 28	College President provides updated Planning Parameters for FY 2015-2016 to the campus
<b>September 8</b>	<b>Templates and data posted to Program Review website</b>
September 8 – October 2	Program faculty and staff work collaboratively to complete program reviews
October 5	First draft of program reviews due to division deans for review
October 5 – 9	Program reviews read by deans and distributed to other program faculty and staff within division for reading
October 12 – 16	First division program review meeting: Program faculty and staff present overview to entire division and collaborate, where possible, on initiatives.
October 19 – October 23	Faculty and staff make final revisions to program review documents, continuing to work with respective dean.
<b>October 26</b>	<b>Final program reviews due to division deans</b>
October 26 – October 30	Second division program review meeting: Program faculty and staff prioritize initiatives
<b>October 30</b>	<b>Deans forward all completed program reviews and initiatives spreadsheets to Office of Institutional Equity and Effectiveness by 5:00 p.m.</b> <b>Appeals from programs/departments due to Office of Institutional Equity and Effectiveness by 5:00.</b>
November 2	Initiatives spreadsheets sent to campus committees (BRC, FOG, Technology, Faculty and Classified Staffing Priorities)
<b>November 17 – 19</b>	<b>Program review presentations to College Planning Council, 3:00 – 5:00 each day</b> Program Discontinuance presentations will be made at the end of the division presentation for that program. Appeals will be heard on the final day of presentations (after all presentations have been completed). CPC comments about program review process will be gathered on the final day of presentations (if time; if not possible, then at the November 20 meeting)
November 20	Deans provide all presentation documents to Office of Institutional Equity and Effectiveness (including any by faculty from programs on possible discontinuance)
<b>November 20</b>	<b>Prioritized initiatives due back from campus committees</b>
<b>December 1</b>	<b>Prioritized faculty and staff requests submitted to District Office</b>
December 11	Dean of Institutional Equity and Effectiveness completes campus-wide survey of program review process
<b>December CPC Meeting</b>	<b>Final prioritized initiatives presented by Executive Team to College Planning Council</b>
January – April 15, 2016	Programs and departments encumber funds for items approved through program review process
February 2016	Dean of Institutional Equity and Effectiveness attends Department Chairs and Coordinators' Council to gather input on program review process
Spring 2016	Program Review Subcommittee meets and makes improvements to program review process
May 2016	Dean of Institutional Equity and Effectiveness completes Final Program Review Report and submits it to the College Planning Council.
July 1 – October 2016	Purchases for this program review cycle must be completed or funds will be forfeited