

Program Review Timeline for FY 2013-2014 – DRAFT 2

May, 2013	Planning Parameters for FY 2014-15 program review process presented to College Planning Council and distributed to campus via email from College President
August 16, 2013	Programs and divisions meet on mandatory flex day to set program review schedule meeting dates for programs and divisions
August 27	Special Department Chairs, Coordinators, and Supervisors Meeting to review program review requirements for 2013-2014; templates with data provided to lead of each instructional and service program
August 28	College President provides updated Planning Parameters for FY 2014-15 to the campus
September 3 – October 4	Program faculty and staff work collaboratively to complete program review reports
October 7	First draft of program reviews due to division deans for review
October 7 - 11	Program reviews read by deans and distributed to other program faculty and staff within division for reading
October 14 - 18	First division program review meeting: Program faculty and staff present overview to entire division and collaborate, where possible, on initiatives.
October 21 – October 25	Faculty and staff make final revisions to program review documents, continuing to work with respective dean.
October 28	Final program reviews due to division deans
October 28 – November 1	Second division program review meeting: Program faculty and staff prioritize initiatives, by category
November 8	Deans forward all completed program reviews and initiatives spreadsheets to Office of Institutional Effectiveness by 5:00 p.m. Appeals from programs/departments due to Office of Institutional Effectiveness by 5:00.
November 12	Initiatives spreadsheets sent to campus committees (BRC, FOG, Technology, Faculty and Classified Staffing Priorities)
November 12 - 14	Program review presentations to College Planning Council, 3:00 – 5:00 each day 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 15	Deans provide all presentation documents to Office of Institutional Effectiveness (including any by faculty from programs on possible discontinuance)
December 9	Prioritized initiatives due back from campus committees
December 11	Dean of Institutional Effectiveness completes campus-wide survey of program review process
January 22, 2014	Final prioritized initiatives presented by Executive Team to College Planning Council
January – April 15, 2014	Programs and departments encumber funds for items approved through program review process
February, 2014	Dean of Institutional Effectiveness attends Department Chairs and Coordinators' Council to gather input on program review process
Spring, 2014	Program Review Subcommittee meets and makes improvements to program review process
May, 2014	Dean of Institutional Effectiveness completes Final Program Review Report and submits it to the College Planning Council. It also becomes part of the College Planning Report.
July 1 – October, 2014	Purchases for this program review cycle must be completed or funds will be forfeited