



2018-2019 Program Review Deadlines

Level 3 Thursday, November 1, 2018

Academic Programs and Program with a Supervisor

Level 2 Friday, December 14, 2018

Deans and Directors

Level 1 Friday, February 1, 2019

Superintendent/President and the Vice Presidents

IMPORTANT INFORMATION. PLEASE READ!

Deadlines are enforced. Resource allocation requests at any level for programs that do not turn in a review, turn in their reviews late, or do not make requested improvements to their review are **NOT** considered approved and will **NOT** be included in the Shared Consultation Council's Prioritization Process. Items requested in a late program review can only be addressed through the normal budget development process.

Programs completing a "comprehensive" program review can find the necessary program review materials at the [Institutional Program Review Committee's website here.](#)

Microsoft Word versions of past program reviews are available in SharePoint. [Click here.](#)
You will need to log into Sharepoint.

Questions. Please contact your program review committee lead below with questions

For Academic Program Review: Susan Yonker, Ext. 5939

For Student Services Program Review: Leticia Diaz, Ext. 5428

For Academic Affairs Administrative Program Review: Mia McClellan, Ext. 6479

For Business & Financial Affairs/Human Resources &

Superintendent/President Program Review: Zaneta Encarnacion, Ext. 6613



IPRC Prioritization Timeline **2018 - 2019**

IPRC=Institutional Program Review Committee

APRC=Academic Program Review Committee

IR=Institutional Research

ATC=Academic Technology Committee

IT=Institutional Technology

PBC=Planning and Budget Committee

Deadline	Task
No Later than June 1	IPRC requests each Standing Committee that prioritizes provides any updates/changes to their rubric and process.
No later than September 1	IPRC and APRC provide program review forms and instructions to respective units/programs. Institutional Research ensures data is available.
September-October	IPRC and APRC offer training workshops to support program review. Meets with specific groups such as Cabinet, CMT, and Academic Senate for training.
September-October	Level 2 unit leads meet with Level 3 representatives to receive input and discuss the creation of Level 2 program reviews.
November 1	Level 3 Program Reviews and SLO/AUO Timelines are due to designated IPRC subcommittees.
November 14	IPRC forwards Level 3 program reviews to Level 2 unit leads. IPRC provides new technology requests from Academic Program Reviews to ATC for prioritization.
November - December	IPRC coordinates with Level 2 unit leads to provide training on the timeline and chain of communication for program review.
December 17	Level 2 Program Reviews and SLO/AUO timelines due.
January	Level 1 program leads review Level 2 program reviews and meet with Level 2 leads to receive input and discuss the creation of Level 1 program reviews.
February-March	Level 2 communicate their final unit goals and resource requests at regular unit meetings.
February 1	All Level 1 Comprehensive Reviews and Annual Updates due to IPRC.
February	Level 1 leads meet with staff to communicate their final Division goals and resource requests.
March 4	IT sends lists of resource requests to SCC Standing Committee Co-Chairs
March 4 – April 8	Standing Committees meet to prioritize their list(s).
April 9 – April 16	Standing Committee administrative staff prepares prioritized lists to send to IT.

April 17 By 5:00 PM	Standing Committee Co-Chairs submit their prioritized lists to IT.
April 24	IT prepares SCC prioritization survey.
April - May	IPRC chairs provide prioritization training to SCC members. Training may include SOAR Report, Review of Strategic Priorities, Review of Institution Set Standards, Review of Cabinet's Goals, Educational Master Plan, etc.
May	SCC prioritizes resource requests from its standing committees and previews Master Prioritization List.
May	SCC debriefs on prioritization process and accepts final Master List
May	Final Master Prioritization List posted on IPRC SharePoint site and on IPRC website.
May	IPRC sends final prioritized list to Planning and Budget Committee. PBC reviews prioritization list. Identifies potential funding sources for prioritized items.
June-July	Office of VPBFA coordinates notification of those departments now authorized to purchase prioritized items.
July-August	VPBFA creates Program Review award list for 2019-20 and provide status updates of award expenditures.
February - May	IPRC coordinates presentations of awardees regarding program implementation and impact.