2015-2016
Program Review Deadlines

Level 3   **Mon., November 2, 2015**
Academic Programs and Program with a Supervisor

Level 2   **Mon., December 14, 2015**
Deans and Directors

Level 1   **Mon., February 1, 2016**
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.

Programs completing a "snapshot" should submit their completed materials using the online SWC Annual Program Review Snapshot Form found here. A Guide for Completing the 2015-2016 Program Review Snapshot can be found here.

Programs completing a "comprehensive" program review can find the necessary program review materials at the Institutional Program Review Committee's website.

Microsoft Word versions of past program reviews are available in SharePoint. Click here for instructions for downloading your past program review from SharePoint.

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

For Academic Program Review, Susan Yonker, 619-421-6700, ext. 5939
For Student Services Program Review, Omar Orihuela, 619-482-6360
For Academic Affairs Administrative Program Review, Mink Stavenga, 619-482-6542
For Business & Financial Affairs/Employee Services/Superintendent / President Program Review, Lillian Leopold, (619) 482-6564
IPRC Co-Chair Linda Hensley, Dir. of Research, Planning and Grants, (619) 216-6686
IPRC Co-Chair Randy Beach, IPROC, 619-421-6700, ext. 5897

IPRC Prioritization Timeline
Fall 2015-Spring 2016

Deadline	Task
No Later than June 1	Each Standing Committee that Prioritizes provides their most recent rubric and process to IPRC.
No later than September 1	IPRC provides program review documents and support documents to all units. Institutional Research ensures data is available.
September-October	IPRC offers workshops and training opportunities to support program review. Meets with specific groups such as Cabinet, CMT, and Academic Senate for training.
November 3	Level 3 Program Reviews and SLO/AUO Timelines are due to appropriate IPRC subcommittee.
November 12	Level 3 resource requests forwarded to Level 2. Standing Committees review Level 3 resource requests for errors.
November 18	IPROC meets with CMT to provide training on assessing program review and communicating with staff.
November 3-December 14	Deans and Directors meet with staff/faculty to receive input and discuss the creation of the program reviews.
December 14	Level 2 Program Reviews and SLO/AUO timelines due.
February-March	Deans and Directors communicate their final program review goals and resource requests at regular school/department meetings.
February 1	All Level 1 Snapshots (VPs & Superintendent/President) due to IPRC.
February	VPs and S/P meets with staff to discuss Level 1 program review goals, data and resource requests.
February 2 – 12	Un-prioritized lists assembled by IPROC and Office of OIE
February 12	Un-prioritized lists emailed to Standing Committee Co-Chairs
February 12 – March 25	Standing Committees Co-Chairs meet with their respective committees to prioritize their list(s).
March 25 By 5:00 PM	Standing Committee Co-Chairs submit their prioritized lists ("Top 30") to IPRC Coordinator
April 4 – April 18	Prioritized lists entered into SCC prioritization software by IT
April 6	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 4	SCC prioritizes resource allocation requests from its standing committees and previews Master List
May 18	SCC debriefs on prioritization process and accepts final Master List
May 20	Final Master List posted on IPRC SharePoint site and on IPRC website.
May 27	Budget Committee reviews prioritization list. Discusses potential funding sources for prioritized items.
July	IPRC begins providing monthly updates to SCC Budget Committee on status of items in prioritization list. Updates continue throughout the coming year.