



2016-2017 Program Review Deadlines

Level 3 **Tuesday, November 1, 2016**
Academic Programs and Program with a Supervisor

Level 2 **Thursday, December 15, 2016**
Deans and Directors

Level 1 **Wednesday, February 1, 2017**
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: Lillian Leopold, Ext. 6564



IPRC Prioritization Timeline Fall 2016-Spring 2017

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 support materials and instructions to respective units/programs. Institutional Research ensures data is available.
September-October	IPRC and APRC offer workshops and training opportunities to support program review. Meets with specific groups such as Cabinet, CMT, and Academic Senate for training.
November 1	Level 3 Program Reviews and SLO/AUO Timelines are due to appropriate IPRC subcommittees.
November 14	IPRC forwards Level 3 resource requests to Level 2 deans and directors and sends Level 3 resource requests to standing committees to vet for wrongly categorized items. IPRC provides instructional technology requests to ATC for review.
November 14-24	IPRC coordinates with CMT to provide training on assessing program review and communicating with staff.
November 14-December 15	Deans and Directors meet with staff/faculty to receive input and discuss the creation of the program level 2 program reviews.
December 15	Level 2 Program Reviews and SLO/AUO timelines due.
January	Level 1 Vice Presidents and Superintendent/President review level 3 and level 2 program reviews and meet with deans and directors to gather information.
February-March	Deans and Directors communicate their final program review action steps 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 10	IPRC sends resource request spreadsheets to SCC Standing committees for vetting
February 16	VPs and S/P submit top 30 priorities for Major Equipment, Facilities, Uncategorized Needs, and New Technology to IPRC
February 21-March 3	IPRC assembles un-prioritized lists of resource requests.
March 3	IPRC sends un-prioritized lists to Standing Committee Co-Chairs
March 6 – April 7	Standing Committees Co-Chairs meet with their respective committees to prioritize

	their list(s).
April 7 By 5:00 PM	Standing Committee Co-Chairs submit their prioritized lists ("Top 30") to IPRC
April 10- April 21	IPRC forwards prioritized lists to IT to enter into SCC prioritization software
April 5	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 3	SCC prioritizes resource allocation requests from its standing committees and previews Master List
May 17	SCC debriefs on prioritization process and accepts final Master List
May 19	Final Master List posted on IPRC SharePoint site and on IPRC website.
May 19	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	IPRC coordinates monthly updates to SCC Budget Committee on status of items in prioritization list. Updates continue throughout the coming year.