2019-2020
Program Review Deadlines

SOUTHWESTERN COLLEGE

IMPORTANT INFORMATION – PLEASE READ! Deadlines will be enforced.

Level 3   **Friday, November ~~1~~ 15, 2019**
Academic Programs and Programs with a Supervisor

Level 2   ~~**Monday, December 16**~~ **Thursday, January 2, 2020**
Deans and Directors

Level 1   **Monday, February 3, 2020**
Superintendent/President and Vice Presidents

For resource allocation requests at any level to be considered:

- Review must be submitted on time and by the deadline.
- Requested modifications to review must be made.
- Requests for new full-time faculty hires must be included in Academic and Level 2 reviews to be considered for Faculty Hiring Prioritization.

If these criteria are not met, the resource request will **NOT** be considered approved **nor** 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.](#)

Microsoft Word versions of past program reviews are available in the [Institutional Program Review Committee](#) area of SharePoint.

Questions. Please contact your program review committee chair below with questions:

Academic Program Review: Jessica Posey, Ext. 5510
Student Services Program Review: Suzanne Woods, Ext. 5413
Academic Administrative Program Review: Mia McClellan, Ext. 6542
Business & Financial Affairs, Human Resources, Institutional Technology, & Superintendent/President Program Review: Zaneta Encarnacion, Ext. 6613

Deadline	Task
No Later than June 1	IPRC requests from each Standing Committee that prioritizes any updates/changes to their rubric and process.
No later than September 1	IT opens online Program Review application for Level 3. Institutional Research ensures data is available.
September – October	IPRC and APRC offer training workshops to support program review.
No later than October 1	Level 2 leads meet with all interested Level 3 program members to share information about district, division, and unit goals. This meeting may be a regularly scheduled school or unit meeting. Level 3 program review leads and contributors are encouraged to attend.
November ~~1~~ 15	Level 3 Program Reviews and any required SLO/AUO Timelines are submitted.
November ~~14~~ 29	IT opens Program Review application for Level 2. IT compiles new technology requests from Academic Program Reviews for prioritization by ATC.
November – December	IPRC coordinates with Level 2 leads to provide program review training.
~~December 16~~ January 2	Level 2 Reviews and any required SLO/AUO timelines are submitted.
~~December 17~~ January 3	IT opens Program Review application for Level 1.
January	Level 1 leads meet with Level 2 to receive input and discuss the priorities of Level 1 reviews.
February – March	Level 2 leads communicate their final unit goals and resource requests at regular unit meetings.
February 1	Level 1 Reviews are submitted.
February	Level 1 leads meet with Level 2 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	SCC Standing Committee Co-Chairs meet to identify and recategorize any resource requests that have been miscategorized. Standing Committees meet to prioritize their list(s).
April 17 by 5:00 PM	Standing Committee voting completed in the Program Review application.
April 24	IT prepares SCC prioritization survey.

IPRC Prioritization Timeline 2019-20
Approved by IPRC 5/29/19 Revised 10/2/19

April - May	IPRC chairs provide prioritization training to SCC members. Training may include 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 published.
May	IPRC sends final prioritized list to Planning and Budget Committee. PBC reviews prioritization list and 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.

IPRC Prioritization Timeline
2019 - 2020

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