



2022-2023 Program Review Deadlines

IMPORTANT INFORMATION – PLEASE READ! Deadlines will be enforced.

Level 3 **Tuesday, February 21, 2023**
Academic Programs and Identified Administrative Units

Level 2 **Monday, March 20, 2023**
Deans and Identified Administrative Units

Level 1 **Monday, April 10, 2023**
Vice Presidents/Superintendent/President

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 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](#).

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

Academic Program Review:	Tanya Haddad , APR Chair
Student Services Program Review:	Rachel Fischer , SAPR Chair
Academic Administrative Program Review:	Mia McClellan , AAAPR Chair
Business & Financial Affairs, Human Resources, Institutional Technology, & Superintendent/President Program Review:	Marc Colcleaser , BFAHRITSP Chair

IPRC Program Review and Prioritization Timeline 2022 - 2023

Deadline	Task
No Later than October 1	IPRC reviews rubric and process.
October	Institutional Research ensures data is available to Program Review leads.
October – November	IPRC offers training workshops to support program review.
No later than December 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.
No later than January 5	IT opens online Program Review application for Level 3.
January – February	IPRC offers training workshops to support program review.
February 6 -13	IPRC coordinates with Level 2 leads to provide program review training.
February 21	Level 3 Program Reviews and any required SLO/AUO Timelines are submitted.
February 22-28	Level 2 to review Level 3 program review submissions and provide corrections, improvements and revisions.
March 7	Level 3 revisions are due to Level 2.
March 13 (approximate date)	Level 2 meeting with Level 1 lead to review Level 3 resource requests for possible funding options or budget planning augmentation.
March 20	Level 2 Program Reviews and prioritized resource requests are submitted.
March 21 – April 11	Estimated dates for Department Annual Budget Development process.
April 10	Level 1 Program Reviews are submitted.



IPRC Program Review and Prioritization Timeline 2022 - 2023

April 11-18	IRP office prepares resource requests lists for prioritization process.
April - May	Level 2 leads communicate their final prioritized resource requests at regular unit meetings.
April 27 - May 11	IPRC chairs provide training to Prioritization Taskforce members. Training may include institutional goals and materials for completing the prioritization process. Prioritization Taskforce members review completed program reviews.
May 11-19	Prioritization Taskforce members complete review of resource requests and vote to determine prioritization list.
May 29	IPRC sends final prioritized list to the Office of Business & Financial Affairs to identify potential funding sources for prioritized items. Resource requests for new faculty members are forwarded to the Faculty Hiring Prioritization (FHP) Committee.
June-July	Office of Institutional Research and Planning and IT review the Program Review process to identify areas of continuous improvement.
August	Final approved prioritization list if forwarded to SCC for information and published.
August-September	Departments are notified of authorization to purchased approved prioritized items.

IPRC=Institutional Program Review Committee

IRP=Institutional Research & Planning

IT=Institutional Technology