

**2015-2016**

**Program Review Deadlines**

Level 3 **Mon., November 3, 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](https://SouthwesternCollege.formstack.com/forms/swcannualprogramreviewsnapshot_copy_3_copy_1) found [here](https://SouthwesternCollege.formstack.com/forms/swcannualprogramreviewsnapshot_copy_3_copy_1). A [Guide for Completing the 2015-2016 Program Review Snapshot](http://www.swccd.edu/Modules/ShowDocument.aspx?documentid=13105) can be found [here](http://www.swccd.edu/Modules/ShowDocument.aspx?documentid=13105).

Programs completing a “comprehensive” program review can find the necessary program review materials at the [Institutional Program Review Committee’s website.](http://www.swccd.edu/index.aspx?page=1500)

Microsoft Word versions of past program reviews are available in SharePoint. [Click here for instructions for downloading your past program review from SharePoint](http://www.swccd.edu/modules/showdocument.aspx?documentid=9969).

**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 thanJune 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 25By 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. |