

Program Review Process and Timeline 2015-2016

Who	Role	Due
Program Review Authors	Program review authors submit program review reports for Dean approval using SPOL.	End of February 2016
Deans	Review and approve program review reports in SPOL and provide Dean's perspective on the vitality of the program on the Executive Summary page using the "Suggested Follow up" field.	March 15, 2016
IPC/SSPC/APC	PC members review and approve program review reports in SPOL, provide feedback using the program review feedback form, and upload the completed form to the Document Repository on the Executive Summary page.	March 15, 2016 to April 30, 2016
Vice Presidents	VPs approve program review reports.	May 15, 2016
Program Review Authors	Authors can view completed feedback in SPOL.	May 15, 2016

Program Review Resource Request Process and Timeline 2016

February 28, 2016	March 2016	The responsible party for the Program Review Resource Requests	May	June	July
Program Review Due	<ul style="list-style-type: none"> IPC, SSPC, APC evaluate program reviews including resource requests. Planning Councils' recommendations sent to the responsible party of the resource requests. Check List 	Instruction: Instructional equipment— VPI and iDeans	Deans and VPs review and prioritize the list.	Submit the list to VPAS.	VPAS notifies Deans and VPs for the funding availability
		Student Services: Non- and instructional equipment— VPSS and Dean of Counseling			
		Administrative: Non instructional equipment--e-Team			
		Information Technology— Dean of BDW (Tech Committee chair)	Tech Committee Task Force reviews each program	Submit the list to VPAS.	Tech Committee Task Force notifies each program
		Facilities— VPAS	VPAS reviews each program		VPAS notifies each program
		Research— PRIE	PRIE reviews each program		PRIE notifies each program
		Professional Development— VPAS (PD Advisory Group chair)	VPAS reviews each program		VPAS notifies each program

Program Review Training 2015-2016
Strategic Planning Online (SPOL) Training

SPOL Training	Time/Meeting	Function/Training Content
User Training (program review authors)	<ul style="list-style-type: none"> • October, November, and/or December • Schedule individually 	Train program review authors to use SPOL to submit program review report including resource requests
Dean Training	<ul style="list-style-type: none"> • December or January • Cabinet Meeting 	Train deans to: <ol style="list-style-type: none"> a. Review and approve program review reports in SPOL b. Submit deans' perspective on the vitality of program in SPOL c. Review resource requests in SPOL d. Write comments on the resource requests in SPOL
Reviewer Training (Planning Council members)	<ul style="list-style-type: none"> • February • Planning Council Meeting (IPC, SSPC, APC) in February (before members review program review) 	Train planning council members how to: <ol style="list-style-type: none"> a. Review completed program review in SPOL b. Complete the program review feedback form c. Upload the completed form to SPOL
VPs Training	<ul style="list-style-type: none"> • March • Schedule individually 	Train VPs how to: <ol style="list-style-type: none"> a. Approve the completed program review reports in SPOL b. Review and approve budget requests in SPOL c. Write comments on the resource requests in SPOL