Proposed Calendar and Training Plan for 2014-2015 Program Review & Integrated Planning Cycle

In light of findings from the 2013-2014 Program Review Evaluation, and because of the breadth of the comprehensive program review, the Program Review Co-Chairs are proposing:

- An *extended calendar* for completing the program review document. This extended calendar will be for the comprehensive cycle only.
- A *two-tiered training plan* that will meet the needs of less experienced lead writers with a more structured training process that is "chunked" and spread out over the fall semester, and more concise training for experienced writers who have previously written a comprehensive report (last one was the 2011-2012 cycle).

Date	Who this Activity/Action entails			Activity/Action	Training/Outcome
	Liaison	*Lead Writer*	*Dean/Mgr Supv.*		
9/5/14	Required			First meeting of the Program Review Committee, to include introduction of new Co-Chairs and overall review of calendar and training for Fall 2014	Liaison training of the Program Review module and how to assist Lead Writers. Introduction of the Evaluation Guide.
9/12/14	Required	Required	Required	First day of the 2014-2015 Program Review Cycle. Kick-off event with refreshments.	Introduction and overview of module and training to be provided throughout the semester, announcement of liaisons and lead writers, and question and answer session regarding the process. Liaisons will briefly meet with their lead writers at the end of the presentation.
9/19/14	Optional: Recommend	Required to attend one of these sessions or next week's session	Optional: Recommend	Session 1: Lead Writer Hands-On Training, *Level 1 for newer participants and those seeking additional support:* • *Student Services and Administrative Services* at 9:00-10:30 AM; • *Instruction* at 11:00-12:30 AM	Conducted in a computer classroom, this session is for the lead writer who is seeking more support that is delivered sequentially, and will cover the first sections of the module
9/26/14	Optional: Recommend	Required to attend one of these sessions or last week's session	Optional: Recommend	Lead Writer Hands-On Training, *Level 2, for experienced participants:* • Student Services and Administrative Services at 9:00-10:30 • Instruction at 11:00-12:30	Conducted in a computer classroom, this session provides hands-on training with the module. There will be two more open sessions for training assistance later in the fall semester.
10/3/14	Required			Program Review Committee meeting	Training on the Evaluation Guide, standardizing how to respond to the

Date					
					questions.
10/10/14	Optional: Recommend	For those Lead Writers Using Level 1 support	Optional: Recommend	Session 2: Lead Writer Hands-On Training, Level 1 for new participants: • Student Services and Administrative Services at 9:00-10:30 • Instruction at 11:00-12:30	Conducted in a computer classroom, this session provides hands-on training with the module, and will cover how to use data in writing your program review –how to analyze it and weave it into your responses.
10/24/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Open session, hands-on assistance with completing the module for both Level 1 and Level 2 participants	Conducted in a computer classroom, this session provides hands-on training with completing the module.
10/31/14		Required		***Lead writers email their first drafts to their liaison and supervisor/manager for initial feedback***	
11/7/14	Required		Required	***Liaisons and supervisors/managers provide feedback to their lead writers***	Both liaisons and supervisors/mgrs provide feedback to lead writers
11/7/14	Required			Program Review Committee meeting, update on progress and other business	
11/14/14	Optional: Recommend	For those Lead Writers Using Level 1 support	Optional: Recommend	Session 3: Lead Writer Hands-On Training, Level 1 for new participants: • Student Services and Administrative Services at 9:00-10:30 • Instruction at 11:00-12:30	Conducted in a computer classroom, this session provides hands-on training with the module, and will cover the last sections of the module.
12/5/14	Optional: Recommend			Program Review Committee meeting, update on progress and other business	
12/12/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Open session, hands-on assistance with completing the module for both Level 1 and Level 2 participants	Conducted in a computer classroom, this session provides hands-on training with completing the module.
12/19/14 Winter Break		Required		***Prior to leaving for Winter Break, lead writers email their revised and developed drafts to their liaison and supervisor/manager for additional feedback***	
1/14/15	Required		Required	***Liaisons and supervisors/managers provide feedback to their lead writers***	Both liaisons and supervisors/mgrs provide feedback to lead writers
1/14/15 to 1/21/15	Optional: Recommend	Optional: Recommend	Optional: Recommend	Support sessions for completing the module TBA	TBA
1/22/15		Required	Required	On this flex day, time will be set aside for programs, service areas, and administrative units to work together collaboratively to finalize their program	

				reviews	
No later than: 1/30/15		Required		Program reviews must be submitted to the manager/supervisor for initial review (manager/supervisor will have one week to provide feedback to the lead writer)	
2/6/15	Required			Program Review Committee meeting	
2/6/15			Required	Manager/supervisor must provide feedback to lead writer by this date	
2/9/15		Required		Lead writer makes final edits to the module and submits final document	
2/10/15	Required			Liaisons evaluate completed program reviews	
2/17/15	Required			Due date for liaisons to submit evaluations	
2/18/15 to 3/4/15				Institutional Effectiveness Office processes all program reviews, generates reports, and prepares resource requests for BARC, FHP, and CHP (draft resource requests are forwarded to prioritizing committees for initial review)	
3/6/15	Required			Program Review Committee meeting: Program Review Committee reviews and approves Report	
3/10/15				PIE approves PR Review and Report and forwards to PCab	
3/17/15				PCab recommends Program Review Reviews and Report to President for decision making	
3/18/15				All resource allocation requests can now be officially acted upon by prioritizing committees (BARC can report to PIE on 3/24/15 to support any year-end purchases)	
4/10/15	Required			Program Review Committee meeting: Begin review of 360 evaluation	
4/14/15				By this date, all prioritizing committees report to PIE regarding process and lists	
4/21/15				All prioritizing committees report out to PCab with prioritization lists by this date	
5/1/15	Required			Program Review Committee meeting: Finalize next steps	
5/5/15 or 5/19/15				PR, BARC, FHP, and CHP report on evaluation results to PIE and PCab and any changes for 2015/2016	