

Southwestern Oregon Community College
Fall 2018 Academic and Unit Program Review, Planning and Budget Requests Timeline

Fall 2018 Academic and Unit Program Review, Planning and Budget Requests Timeline and Steps		
Timeframe To Be Completed By	Action Steps or Process	Date Completed
Outcomes and Data Reviews: Program Review and Review of Annual Data: Identify New Projects and Budget Requests		
2018 – Fall	1. Academic Programs: Faculty and staff begin review of annual data and programs identified for program review begin the 4 year review process – start early if you want	
2018 – October 19	2. Academic Program Review: Program Description and Philosophy updated on the Program Review, Planning and Budget Requests document – Section A	
2018 – October 26	3. Academic Program Review: Program Narratives updated on the Program Review, Planning and Budget Requests document – annual institutional assessment rubric , program administration (faculty/staffing, professional, support services, advisory committees, etc.), program curriculum (degrees, certificates, course list, articulation, dual credit, course scheduling, etc.) – Section A	
2018 – November 12 and November 30	4. Academic Program Review: Faculty and staff conduct review of student learning outcomes (November 12): Program outcomes assessment report forms and rubrics , course outcomes assessment report forms and rubrics, GSLOs outcomes assessment report forms and rubrics – Section B (November 30)	
2018 – November 24	5. Academic Program Review – Annual Operational Outcomes Data: Faculty and staff conduct annual review of data: annual student success (retention rates, graduation rates, transfer rates, course pass rates, etc.), student access (equity focus), resource management (facilities, technology, budget, human resources) – Section C	
2018 – by November 30	6. Academic Program Review and Annual Operational Outcomes Data: Faculty and staff develop prioritized annual projects and timelines including updates to prior year projects. Associate budget requests with planned projects and other needs identified from the annual review of data or the 4 year program review process. Section D of the Program Review, Planning and Budget Requests document . Check with the Dean to confirm timeline for final due date.	
2018 – Summer/Fall	1. Operational Units: begin review of annual data and operational units identified for program review begin the 4 year review process	
2018 – Summer/Fall	2. Operational Unit Annual Data Review: staff affirm appropriateness of unit outcomes; add outcomes if needed; annual review of data begins based on schedules and data availability; complete the annual institutional assessment rubric	
2018 – October/Nov.	3. Operational Program Review: staff review outcomes including refinement of outcomes, indicators and thresholds for future program review; add new outcomes and indicators as needed; discontinue outcomes no longer measured; collect annual data required to review achievement of outcomes and indicators	
2018 – by December 1	4. Operational Program Review: staff complete the Operational Program Review, Planning and Budget Requests document – Mission, annual checklist, achievement of outcomes and indicators, narrative reflection on the trends and data review, identify new projects and provide status updates for prior projects, identify budget requests based on new projects and review of annual data; check with supervisors to confirm unit timeline for final due date	

2018 – by December 1	5. Operational Unit Annual Data Review: staff review the annual achievement of outcomes and indicators based on data collection, identify new prioritized projects and provide status updates for prior projects, identify prioritized budget requests based on new projects and review of annual data; check with supervisors to confirm unit timeline for final due date	
2018 - December	6. Prioritize planned projects and budget requests within units and departmental areas; check with supervisors to confirm unit timeline for final due date	
ALL INFORMATION FOR OUTCOMES AND DATA REVIEWS Due by Friday, November 30, 2018		
Planning and Budget Processes: Deans and Operational Administrators Review Reports; Prioritize Projects and Budget Requests		
2018 – December	7. Deans and operational administrators review reports, prioritize projects and budget requests with faculty and staff	
2018 – December	8. Deans and operational administrators work with Vice Presidents and supervisors to identify prioritized projects and budget requests for the upcoming year (2 years); communicate with academic program staff and operational staff prioritized planned projects and budget requests	
2019 – January	9. Prioritized budget requests incorporated into the campus-wide budget process	
2019 – Winter/Spring	10. Budget process continues with additional prioritization and balancing of the budget; communicate with academic program staff and operational staff the ongoing budget process	
Finalize Budget and Planning Projects: Final Planning Projects and Budget Completed		
2019 – by June 30	11. Budget process completed; communicate final budget allocation to academic program staff and operational staff	
2019 – Summer	12. Finalize planned project list based on budget allocations and current grant, state and/or federal requirements/projects	
July 2019 – June 2020	13. Update status of planned projects	
2019 – Summer/Fall	Let the fun start all over again!!!	