

Fall-Winter 2019-2020 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		
Academic Programs/Degrees		
2019 – Fall	1. All Academic Programs/Degrees: Faculty and staff begin review of annual data and programs identified for program review begin the 5 year review process – start early if you want; information shared during in-service	
2019 – November 1	2. All Academic Programs/Degrees: Complete curriculum map in reporting software (Taskstream) submit for review and meet with Dean to review maps; reviewed by VPI.	
2019 – November 22	3. Academic Program Review: Program Description and Philosophy updated in the reporting software	
2020 – March 20	4. Academic Program Review: Program Narratives updated in the reporting software program administration (faculty/staffing, professional, support services, advisory committees, etc.), program curriculum (degrees, certificates, course list, articulation, dual credit, course scheduling, etc.)	
<i>December 6, 2019 March 20, 2020 June 11, 2020</i>	5. All Program/Degrees – Annual Review: Faculty and staff conduct review of student learning outcomes (In-Service/November 1): Program outcomes assessment report forms and rubrics , course outcomes assessment report forms and rubrics, GSLOs outcomes assessment report forms and rubrics	
2020 – March 20 <i>Data Available November 25, 2019</i>	6. All Programs/Degrees - 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)	
2020 – March 20	7. All Programs/Degrees: 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 5 year program review process. Check with the Dean to confirm timeline for final due date.	
2020 – May 27	8. Present Program Review to General Faculty and ET	
Operational Areas		
July 2019–January 2020	1. Operational Areas: begin review of annual data. Operational areas identified for program review begin the 5 year review process; complete the institutional assessment rubric	
July 2019–January 2020	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	
July 2019–January 2020	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	
February 2020	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	
February 2020	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	
March 20, 2020	6. Prioritize planned projects and budget requests within units and departmental areas; check with supervisors to confirm unit timeline for final due date	
ACADEMIC PROGRAMS & OPERATIONAL AREAS		
ALL INFORMATION FOR OUTCOMES AND DATA/PROGRAM REVIEWS Due by Friday, March 20, 2020		
Planning and Budget Processes: Deans and Operational Administrators Review Reports; Prioritize Projects and Budget Requests		
2020 – March/April	7. Deans and operational administrators review reports, prioritize projects and budget requests with faculty and staff	
2020 – April/May	8. Deans and operational administrators work with Vice Presidents and supervisors to identify prioritized projects and budget requests for the upcoming year; communicate with academic program staff and operational staff prioritized planned projects and budget requests	
2020 – January to June	9. Prioritized budget requests incorporated into the campus-wide budget process	
2020 – May/June	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		
2020 – by June 30	11. Budget process completed; communicate final budget allocation to academic program staff and operational staff	
2020 – Summer	12. Finalize planned project list based on budget allocations and current grant, state and/or federal requirements/projects	
July 2020 – June 2021	13. Update status of planned projects	
2020 – Summer/Fall	Let the fun start all over again!!!	

Fall Assessment and Program Review Support and Training Calendar	
Taskstream for Beginners (Reporting Software)	October 2, 3 - 5 p.m.
Open Assessment and Taskstream Lab Time	October 3, 9-11:30 a.m. October 3, 1- 4 p.m.
Open Assessment and Taskstream Lab Time	October 4, 9 -11:30 a.m. October 4, 1- 4 p.m.
Assessment Conversations – Division Meetings (Assessment handbook and forms will be distributed at this time)	October 9, 3 – 5 p.m.
VIA Refresher (Assessment Software)	October 16, 3 - 5 p.m.
Open Assessment and Taskstream Lab Time	October 24, 9-11:30 a.m. October 24, 1- 4 p.m.

Open Assessment and Taskstream Lab Time	October 25, 9-11:30 a.m. October 25, 1 - 4 p.m.
Open Taskstream Lab Time	November 19, 1 – 5 p.m.
Open Taskstream Lab Time	November 21, 9 - 11 a.m. November 21, 3:30 - 5 p.m.
Open Taskstream Lab Time	November 22, 9 - 11 a.m. November 22, 1 - 5 p.m.
Open Assessment Lab Time	December 4, 3 - 5 p.m.
Open Assessment and Taskstream Lab Time	December 5, 9-11:30 a.m. December 5, 1-4 p.m.
Open Assessment and Taskstream Lab Time	December 6, 9-11:30 a.m. December 6, 1-4 p.m.
Winter Assessment Support and Training Calendar	
Taskstream for Beginner to Intermediate	January 8, 3 – 5 p.m.
Assessment Conversations – Division Meetings	January 22, 3 – 5 p.m.
VIA Refresher	January 30, 3 – 5 p.m.
Annual Data Review Training	February 12, 3 – 5 p.m.
Open Assessment Lab Time	March 18, 3 – 5 p.m.
Open Assessment and Taskstream Time	TBA
Spring Assessment Support and Training Calendar	
Taskstream for Intermediate	April 1, 3 – 5 p.m.
Assessment Conversations – Division Meetings	April 15, 3 – 5 p.m.
VIA Refresher	May 13, 3 – 5 p.m.
Program Review at General Faculty	May 27, 3 - 5 p.m.
Open Assessment and Taskstream Time	TBA
Open Assessment Lab Time	June 9, 3 – 5 p.m.