

## 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	April	May	June
Program Review Due	Dean review the resource requests and provide comments	VPAS reviews all the requests—equipment, technology, and facilities.	<ul style="list-style-type: none"> <li>VPAS brings the organized requests to the Cabinet (Deans and VPs, including IT expert and facility manager) to review and prioritize the list.</li> <li>If there is any questions, deans will bring back to faculty/staff for clarification.</li> </ul>	VPAS notifies Deans and VPs for the funding availability.

## Program Review Training 2015-2016

### Strategic Planning Online (SPOL) Training

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