

**Annual Program Review Calendar
With
Calendar Dates for Accreditation Follow-Up Report Submission**

Key Dates	Program Review Activities	Accreditation Follow-up Report Activities
Immediately and ongoing	Authors begin to fill-in annual assessment forms posted on IR website. Maggie Lynch to set up a MyCR site for completed reports to be posted for committee evaluation.	Accreditation Response Team Formed, scheduled to meet twice/week.
September 4	<ul style="list-style-type: none"> • Program Review Committee (PRC) confirms schedule for 2009/10 program reviews; sets protocols for reviewing and establishing sections of assigned program reviews for each group of reviews. • Instructional & Student Service/Admin Subcommittees are formed. • Timeline is distributed to faculty 	
September 9-11	All draft Annual Program Reviews uploaded to Student Services MyCR site: Athletics Distance Education Admissions & Records Residential Life EOPS Counseling/ Career Development DSPS ASC Advising Financial Aid CalSOAP/Upward Bound CDC	
September 12-15	All student services members invited to review and comment on student services program review documents on MyCR site.	
September 16	Draft Annual Program Reviews discussed at Student Services Director's Meeting	

1 – Annual Program Review
Draft Calendar with Accreditation
Follow-Up Report Due Dates

*Materials posted by noon on the Friday due dates will be reviewed by the committee by noon the following Tuesday. Faculty/Staff authors will have until 3:00 p.m. Thursday to respond and make adjustments. The PRC will review final report the following Friday.

9/8/09

September 16-17	Revisions completed on SS Program Review documents	
September 18	09/10 Annual Program Reviews by MSE, PE, HE, AJ, and all Student Services due	Academic Senate approves Follow-Up Report draft, designates Senate Exec. Committee to review/approve further changes.
September 25	PRC and/or PRC subcommittees review and prepare comments about the completed MSE, PE, HE, AJ, and SS/Admin Annual Program Reviews	The Accreditation Follow-Up Rough Draft report is submitted in the Board of Trustees Packet for the October 6 Board meeting
	Annual Program Reviews by ALSS due	
September 25-October 1	Revisions to MSE, PE, HE, AJ, and SS/Admin Annual Program Reviews completed. PRC determines how much time authors will have to make revisions to their documents—no more than one week.	
	VP Students Services collates all SS 'tear-out' subsections resource requests into one divisional document.	
October 2	PRC reviews and prepares comments about the completed ALSS Annual Program Reviews.	
	Annual Program Reviews by Humanities due, &HO.	
	All MSE, PE, HE, AJ, and Student Services final program reviews with revisions due and forwarded to PRC and IR	
	Student Services meet to prioritize initial division 'tear-out' subsections resource requests	
October 6		The Board of Trustees Ratify the accreditation Follow-Up Report (this could be done on contingency that certain specified changes and/or modifications be made)
October 7/8		Changes as directed by the BOT are made to the Follow-Up Report
October 9	Special Meeting Time (3:30-5:30PM) PRC breaks reviews and prepares comments about the completed Humanities & HO Annual Program Reviews.	Publication of the Accreditation Follow-Up Report is completed
	09/10 Annual Program Reviews by B-Tech due.	

2 – Annual Program Review
Draft Calendar with Accreditation
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9/8/09

Key Dates	Program Review Activities	Accreditation Follow-up Report Activities
October 12		The accreditation Follow-Up Report is sent to ACCJC both electronically and by US overnight mail
October 14	Student Services meet to prioritize final division 'tear-out' subsections resource requests. VP sends final prioritized list to IR.	
October 16	PRC breaks into sub groups and reviews and prepares comments about the completed B-Tech Annual Program Reviews.	
	PRC Reviews status and shares additional comments in the group as a whole.	
	IR sends electronic 'tear-out' subsections of each review to appropriate subcommittees such as the Facilities, and the Technology Committees as part of the Integrated Planning Process for Institutional decision making	
November 13		The assessment grid in the program review form must be completed as part of the program review submission on the due date specified above. The separate SLOs Assessment Worksheet will be available for download on IR website. SLO worksheets need to be completed before Nov. 13 for the Follow-Up Report Addendum.

3 – Annual Program Review
 Draft Calendar with Accreditation
 Follow-Up Report Due Dates

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2009-2010

PRC/CPC Calendar for Annual Updates and Comprehensive Reviews

	Review Due	PRC Review Meeting	Revisions Due to PRC	PRC meets to summarize results and create Executive Summary	PRC sends reviews and executive summaries to Planning Support Group	Planning support group collates and sends sorted information to functional committees and divisions for review and prioritization.	Functional committees and divisions complete preliminary prioritization and recommendations to CPC	CPC reviews functional committee prioritization recommendations, division prioritizations recommendations and combines both into one final set of recommendations. Final planning documents forwarded to College Council. Information communicated back to PRC and each constituent group.	College Council recommends planning documents to Cabinet for final approval	BPC develops preliminary budget	College develop tentative budget	CPC call for 2009-2010 Action Plans	CPC review and awards Action Plans
MSE	9/18/09	10/2/09	10/2/09	10/16/09	10/22/09	11/02/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
PE: Dance, HE, PE	9/18/09	10/2/09	10/2/09	10/16/09	10/19/09	11/02/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
Student Services	9/18/09	10/2/09	10/2/09	10/16/09	10/19/09	11/02/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
AJ	9/18/09	10/2/09	10/2/09	10/16/09	10/19/09	11/02/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
ALSS	09/25/09	10/02/09	10/08/09	10/16/09	10/19/09	11/02/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
Humanities	10/02/09	10/16/09	10/16/09	10/23/09	10/26/09	11/09/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
Health Occupations (resource requests)	10/02/09	10/16/09	10/16/09	10/23/09	10/26/09	11/09/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
BTECH	10/09/09	10/16/09	10/22/09	10/23/09	10/26/09	11/09/09	11/23/09	12/18/09	02/12/10	01/02/10	03/01/10		
Comprehensive													
ECE			11/06/09	11/06/09	11/09/09	02/08/10 Send to education master plan and assessment team		02/19/10	03/05/10	01/02/10	03/01/10		
LVN/RN/MA/Dental Assisting	01/25/10	01/29/10	02/05/10	02/05/10		02/08/10 Send to education master plan and assessment team	03/19/10	02/19/10	03/05/10	01/02/10	03/01/10		
AA degree	01/25/10	01/29/10	02/05/10	02/05/10		02/08/10	03/19/10	02/19/10	03/05/10	01/02/10	03/01/10		
AS degree	01/25/10	01/29/10	02/05/10	02/05/10		Send to education master plan and assessment team	03/19/10	02/19/10	03/05/10	01/02/10	03/01/10		
General Education	01/25/10	01/29/10	02/05/10	02/05/10		02/08/10	03/19/10	02/19/10	03/05/10	01/02/10	03/01/10		

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