1. In **September**, data problems from the prior year will be reviewed and, when possible, corrections will be made. Modifications to the Annual Program Review Form will be reviewed by the Academic Senate, the Department Chairs Council (DCC), and the College Planning & Budgeting Council (CPBC).¹

2. By **September 30**, the 2010-11 Annual Program Review Form will be shared with all department chairs and cost center managers.

3. On **October 1**, departments and units are encouraged to initiate program review processes in order to complete the 2010-11 Annual Program Review Form by February 25.

4. By **November 1**, appended data sets will be distributed to all departments and college cost centers. These data sets will incorporate preliminary Banner Finance data for 2009-10. Restricted revenue figures will also be added.

5. By **December 1**, department chairs and cost center managers will report any remaining concerns about the data sets to Research & Planning.

6. By **mid-December**, department chairs and cost-center managers are encouraged to complete a rough draft program review report for review by department members for discussion during the January FLEX Department meetings. **In addition, department chairs and cost-center managers are encouraged to share this rough draft with their dean or supervisor.**

7. By **January 10**, Research & Planning will complete any final corrections to the data sets, in time for January Flex.

8. By **February 25**, department chairs and cost center managers will complete their program reviews using the 2010-11 Annual Program Review Form. Completed program reviews will be forwarded to the appropriate school dean or supervisor, as well as to the Program Review Committee (PRC).

9. By **February 28**, school deans and supervisors will complete their worksheets and forward them to the PRC.

10. On **March 7**, the subcommittees of the PRC will begin presenting their reports to the PRC.²

    **March 25 through April 1 -- Cesar Chavez Day Observed, Spring Break**

11. By **April 11**, the PRC will discuss the reports from the subcommittees, develop budget recommendations, and forward the recommendations to the CPBC.³

12. By **May 17**, the CPBC will conduct budget hearings and develop budget recommendations to the Chancellor and the Board of Trustees.

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¹ Academic Senate on Sept 8 & 22, DCC on Sept 9, College Council on Sept 16, CPBC on Sept 21.
² PRC on March 7, March 14, and April 11.
³ CPBC on April 19, May 3, and May 17.
Other Department Chair Deadlines for 2010-11:

Dates for Spring 2011 Class Schedule
- First draft due to Office of Instruction by September 15
- Second draft due to Office of Instruction by October 20
- Gallery review November 3 & 4

Dates for Summer and Fall 2011 Class Schedules -- Tentative
- First draft of Summer due to Office of Instruction by February 15
- First draft of Fall due to Office of Instruction by February 16
- Second draft of Summer due to Office of Instruction by February 28
- Second draft of Fall due to Office of Instruction by March 15
- Galley review for Summer in March
- Galley review for Fall in April

Perkins Dates for Spring 2011
- Perkins RFP's released January 20
- Perkins Student Success "Mini-grants" released February 1
- Mini-grants due March 1
- RFP's due March 17
- Allocation Committee meets to allocate funds April 8