Annual Program Review
Key Dates and Timeline for Fall 2012

On September 18: The Board of Trustees delineates Annual Priorities and Planning Assumptions for Resource Allocation for 2013-2014. Shortly thereafter, an email is sent to the entire College community including the timeline for program review, the template for program review, the rubric for ranking resource allocation requests, and a brief description of the central role of program review in annual assessment, planning, and budgeting. As soon as is feasible, aggregated student, employee, and expenditure data is distributed by the Office of Research & Planning, in collaboration with ITS.

By October 22: All units complete an initial draft to be discussed within the school or division. School Deans convene school-level meetings for instructional units to share initial plans, to discuss requests vis-à-vis the rubric, and to foster collaboration. For units outside of Academic Affairs, each Vice Chancellor convenes division-level meetings (e.g., Finance & Administration). Please refer to the guidelines as you complete your program review.

By November 8: All units submit full drafts to the immediate supervisor for prompt review, feedback, and discussion. Clarify items and make revisions as appropriate. If the supervisor is not responsive or sufficiently helpful, concerns should be sent immediately to the appropriate Vice Chancellor (or to the Chancellor if the immediate supervisor is a VC).

By November 21: Circulate revised draft within the department for any final edits.

By December 7: Submit completed program review to immediate supervisor. Supervisors will then complete the “Rubric for Ranking Resource Allocation Requests” for each request and upload completed rubrics along with completed program reviews. Note, all uploaded documents are public. Please remember that timely submission is needed to inform the College’s plans and budgets for 2013-2014. Resource requests submitted after this deadline will not be ranked and will not be considered for 2013-2014. In addition please note that the Perkins process and any similar processes will require reference to a program review which was submitted on time; rubric ratings will also be referenced.

In January-February: Vice Chancellors finalize rankings for resource requests and identified reductions. See Annual Assessment, Planning, and Budgeting Timeline for more details.

Notes: During December 2012, departments will be asked to forward for consideration additional desired data to be included in the Fall 2013 program review process. An evaluation of entire Annual Assessment, Planning, and Budgeting process, including program review, will be conducted in Fall 2013. Changes will be determined in Spring 2014 for implementation in Fall 2014.

For more information, please see the program review website at www.ccsf.edu/program_review