

Calendar and Training Plan for 2014-2015 Program Review & Integrated Planning Cycle

In light of findings from the 2013-2014 Program Review Evaluation, and because of the breadth of the comprehensive program review, the Program Review Co-Chairs are proposing:

- An *extended calendar* for completing the program review document. This extended calendar will be for the comprehensive cycle only.
- A *two-tiered training plan* that will meet the needs of less experienced lead writers with a more structured training process that is “chunked” and spread out over the fall semester, and more concise training for experienced writers who have previously written a comprehensive report (last one was the 2011-2012 cycle).

<i>Date</i>	<i>Who this Activity/Action entails</i>			<i>Activity/Action</i>	<i>Training/Outcome</i>
	<i>Liaison</i>	<i>Lead Writer</i>	<i>Dean/ Manager Supervisor</i>		
9/5/14	Required			First meeting of the Program Review Committee, to include introduction of new Co-Chairs and overall review of calendar and training for Fall 2014	Liaison training of the Program Review module and how to assist Lead Writers. Introduction of the Evaluation Guide.
9/12/14	Required	Required	Required	First day of the 2014-2015 Program Review Cycle. Kick-off event with refreshments. • 10:00 a.m. – 12:00 p.m., G-101 • Flex # 79108	Introduction and overview of module and training to be provided throughout the semester, announcement of liaisons and lead writers, and question and answer session regarding the process. Liaisons will briefly meet with their lead writers at the end of the presentation.

9/15/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	How to Get Your Assessment Results into TaskStream 9:00 a.m. – 11:00 a.m., LRC432 - Flex # 79743	This workshop will offer group and individual training in using TASKSTREAM to input assessments of Student Learning Outcomes and Actions to improve teaching and student learning.
9/17/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Budget Allocation and Recommendation Committee (BARC) Training 12:00 p.m. – 1:00 p.m., LRC208 - Flex # 79516	The BARC will present and explain the changes to the new rubric for 2014-2015. This workshop is recommended for those who are requesting supplies or equipment. This will inform faculty on how to assure goals in support of better instruction can be reached when the needed resources include supplies and equipment.
9/17/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Budget Allocation and Recommendation Committee (BARC) Training 1:00 p.m. – 2:00 p.m., LRC208 - Flex # 79517	The BARC will present and explain the changes to the new rubric for 2014-2015. This workshop is recommended for those who are requesting supplies or equipment. This will inform faculty on how to assure goals in support of better instruction can be reached when the needed resources include supplies and equipment.
9/19/14	Optional: Recommend	Required	Optional: Recommend	Session 1: Lead Writer Hands-On Training, Level 1 for newer participants and those seeking additional support: <i>Student Services and Administrative Services</i> at 9:00 a.m. - 10:30 a.m., B-101 - Flex # 79109	Conducted in a computer classroom, this session is for the lead writer who is seeking more support that is delivered sequentially, and will cover the first sections of the module

9/19/14	Optional: Recommend	Required	Optional: Recommend	Session 1: Lead Writer Hands-On Training, Level 1 for newer participants and those seeking additional support: • Instruction at 11:00 a.m. - 12:30 p.m., B-101 • Flex # 79113	Conducted in a computer classroom, this session is for the lead writer who is seeking more support that is delivered sequentially, and will cover the first sections of the module
9/23/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	How to Get Your Assessment Results into TaskStream • 9:00 a.m. – 11:00 a.m., LRC432 • Flex # 79744	This workshop will offer group and individual training in using TASKSTREAM to input assessments of Student Learning Outcomes and Actions to improve teaching and student learning.
9/24/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Budget Allocation and Recommendation Committee (BARC) Training • 3:00 p.m. – 4:00 p.m., LRC435 • Flex # 79578	The BARC will present and explain the changes to the new rubric for 2014-2015. This workshop is recommended for those who are requesting supplies or equipment. This will inform faculty on how to assure goals in support of better instruction can be reached when the needed resources include supplies and equipment.
9/25/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Introduction to Program Review Data for Instructional Programs • 2:00 p.m. – 3:30 p.m., LRC432 • Flex # 79749	This workshop, designed for instructional program review lead writers, department chairs, program faculty, staff, and managers, familiarizes participants with the College's key performance indicators (KPI) and interpreting KPI data for program review and planning.

9/26/14	Optional: Recommend	Required	Optional: Recommend	Lead Writer Hands-On Training, Level 2, for experienced participants: Student Services and Administrative Services at 9:00 a.m. - 10:30 a.m., B-101, Flex #79112	Conducted in a computer classroom, this session provides hands-on training with the module. There will be two more open sessions for training assistance later in the fall semester.
9/26/14	Optional: Recommend	Required	Optional: Recommend	Lead Writer Hands-On Training, Level 2, for experienced participants: - Instruction at 11:00 a.m. - 12:30 p.m., B-101 - Flex # 79116	Conducted in a computer classroom, this session provides hands-on training with the module. There will be two more open sessions for training assistance later in the fall semester.
10/1/14			Required	Manager/Dean training at Dean's Council meeting at 10:00 a.m. – 11:30 a.m., A-104	Training on the role of what the Manager/Dean is expected to do once program reviews are submitted will be reviewed.
10/2/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Introduction to Program Review Data for Student Services 9:00 a.m. – 10:30 a.m., LRC432 - Flex # 79750	This workshop, designed for student services program review lead writers, department chairs, program faculty, staff, and managers, will help participants develop research questions related to their service areas and access data for planning and improvement.
10/3/14	Required			Program Review Committee meeting	Training on the Evaluation Guide, standardizing how to respond to the questions.
10/8/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	How to Get Your Assessment Results into TaskStream 9:00 a.m. – 11:00 a.m., LRC432 - Flex # 79745	This workshop will offer group and individual training in using TASKSTREAM to input assessments of Student Learning Outcomes and Actions to improve teaching and student learning.

10/10/14	Optional: Recommend	Highly Recommend	Optional: Recommend	Session 2: Lead Writer Hands-On Training, Level 1 for newer participants and those seeking additional support: • Student Services and Administrative Services at 9:00 a.m. - 10:30 a.m., B-101 • Flex # 79110	Conducted in a computer classroom, this session provides hands-on training with the module, and will cover how to use data in writing your program review –how to analyze it and weave it into your responses.
10/10/14	Optional: Recommend	Highly Recommend	Optional: Recommend	Session 2: Lead Writer Hands-On Training, Level 1 for newer participants and those seeking additional support: • Instruction at 11:00 a.m. - 12:30 p.m., B-101 • Flex # 79114	Conducted in a computer classroom, this session provides hands-on training with the module, and will cover how to use data in writing your program review –how to analyze it and weave it into your responses.
10/16/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	How to Get Your Assessment Results into TaskStream • 9:00 a.m. – 11:00 a.m., LRC432 • Flex # 79746	This workshop will offer group and individual training in using TASKSTREAM to input assessments of Student Learning Outcomes and Actions to improve teaching and student learning.
10/17/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Data Integration Strategies for Student Services- Cancelled; to be rescheduled • 9:00 a.m. – 10:30 a.m., LRC432 • Flex #79751	This workshop, designed for student services program review lead writers, department chairs, program faculty, staff, and managers, provides examples and strategies for developing service area improvement plans informed by qualitative and quantitative data.
10/17/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Faculty Hiring Priorities Committee (FHPC) Training • 10:00 a.m. – 11:30 a.m., B-101 • Flex # 79755	The FHPC will present procedures and processes to lead writers on how to write faculty hiring priority requests for their program reviews.

10/17/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Leveraging Research Data for Instructional Programs- Cancelled; to be rescheduled • 10:30 a.m. – 12:00 p.m., LRC432 • Flex # 79752	This workshop, designed for instructional program review lead writers, department chairs, program faculty, staff, and managers, provides examples and strategies for accessing and interpreting various types of data for program planning and improvement.
10/20/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Faculty Hiring Priorities Committee (FHPC) Training • 2:30 p.m. – 4:00 p.m., B-101 • Flex # 79756	The FHPC will present procedures and processes to lead writers on how to write faculty hiring priority requests for their program reviews.
10/23/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Classified Hiring Priorities Committee (CHPC) Training • 2:00 p.m. – 3:30 p.m., LRC432 • Flex # 79753	The CHPC will present procedures and processes to lead writers on how to write classified hiring requests for their program reviews.
10/23/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Interpreting SLO Assessment Data • 2:15 p.m. – 4:15 p.m., B-101 • Flex # TBD	Need help interpreting the SLO assessment data provided in your Program Review documents? This workshop will look at the data, assess what has been completed and develop assessments to help departments complete their assessment processes.
10/24/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	How to Get Your Assessment Results into TaskStream • 9:00 a.m. – 11:00 a.m., LRC432 • Flex # 79747	This workshop will offer group and individual training in using TASKSTREAM to input assessments of Student Learning Outcomes and Actions to improve teaching and student learning.
10/24/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Open session, hands-on assistance with completing the module for both Level 1 and Level 2 participants • 10:00 a.m. – 12:00 p.m., B-101 • Flex # 79117	Conducted in a computer classroom, this session provides hands-on training with completing the module.

Recommended May 2, 2014 by Program Review Committee

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Approved May 13, 2014 by Planning and Institutional Effectiveness Committee

Recommended for Approval May 20, 2014 by President's Cabinet

Revised on 12/2/14 by GD

10/29/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Interpreting SLO Assessment Data • 2:15 p.m. – 4:15 p.m., LRC432 • Flex # TBD	Need help interpreting the SLO assessment data provided in your Program Review documents? This workshop will look at the data, assess what has been completed and develop assessments to help departments complete their assessment processes.
10/31/14		Highly Recommend		<i>Lead writers email their first drafts to their liaison and supervisor/manager for initial feedback</i>	
11/7/14	Highly Recommend		Highly Recommend	<i>Liaisons and supervisors/managers provide feedback to their lead writers</i>	Both liaisons and managers/supervisors provide feedback to lead writers
11/7/14	Required			Program Review Committee meeting, update on progress and other business	
11/14/14	Optional: Recommend	Highly Recommend	Optional: Recommend	Session 3: Lead Writer Hands-On Training, Level 1 for newer participants and those seeking additional support: • Student Services and Administrative Services at 9:00 a.m. - 10:30 a.m., B-101 • Flex # 79111	Conducted in a computer classroom, this session provides hands-on training with the module, and will cover the last sections of the module.
11/14/14	Optional: Recommend	Highly Recommend	Optional: Recommend	Session 3: Lead Writer Hands-On Training, Level 1 for newer participants and those seeking additional support: • Instruction at 11:00 a.m. - 12:30 p.m., B-101 • Flex # 79115	Conducted in a computer classroom, this session provides hands-on training with the module, and will cover the last sections of the module.
11/14/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Faculty Hiring Priorities Committee (FHPC) Training- Cancelled • 12:30 p.m. – 2:00 p.m., B-101 • Flex # 79757	The FHPC will present procedures and processes to lead writers on how to write faculty hiring priority requests for their program reviews.

11/18/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	How to Get Your Assessment Results into TaskStream • 2:00 p.m. – 4:00 p.m., LRC432 • Flex # 79748	This workshop will offer group and individual training in using TASKSTREAM to input assessments of Student Learning Outcomes and Actions to improve teaching and student learning.
11/20/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Classified Hiring Priorities Committee (CHPC) Training • 3:00 p.m. – 4:30 p.m., LRC432 • Flex # 79754	The CHPC will present procedures and processes to lead writers on how to write classified hiring requests for their program reviews.
12/5/14	Optional: Recommend			Program Review Committee meeting, update on progress and other business	
12/8/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	Open session, hands-on assistance with completing the module for both Level 1 and Level 2 participants • 1:00 p.m. – 3:00 p.m., B-101 • Flex # 79118	Conducted in a computer classroom, this session provides hands-on training with completing the module.
12/12/14	Optional: Recommend	Optional: Recommend	Optional: Recommend	How to Get Your Assessment Results into TaskStream • 1:00 p.m. – 4:00 p.m., LRC432 • <u>Not</u> a Flex Workshop	This workshop will offer group and individual training in using TASKSTREAM to input assessments of Student Learning Outcomes and Actions to improve teaching and student learning.
12/19/14 Winter Break		Required		<i>Prior to leaving for Winter Break, lead writers email their revised and developed drafts to their liaison and supervisor/manager for additional feedback</i>	
1/14/15	Required		Required	<i>Liaisons and supervisors/managers provide feedback to their lead writers</i>	Both liaisons and managers/supervisors provide feedback to lead writers
1/14/15 to 1/21/15	Optional: Recommend	Optional: Recommend	Optional: Recommend	Support sessions for completing the module TBA	TBA

1/21/15	Optional: Recommend	Optional: Recommend	Optional: Recommend	Faculty Hiring Priorities Committee (FHPC) Training 9:00 a.m. – 10:30 a.m., B-101 - Flex # 79758	The FHPC will present procedures and processes to lead writers on how to write faculty hiring priority requests for their program reviews.
1/22/15		Required	Required	On this flex day, time will be set aside for programs, service areas, and administrative units to work together collaboratively to finalize their program reviews	
FINAL 1/30/15		Required		Due date for lead writers to submit their FINAL Program reviews into TaskStream and notify both their manager/supervisor and liaison of their submittal.	
2/1/15 to 3/4/15				Institutional Effectiveness Office begins processing all program reviews, reports, and resource requests for BARC, FHP, and CHP (draft resource requests are forwarded to prioritizing committees for initial review)	
2/6/15	Required			Program Review Committee meeting	
2/17/15	Required		Required	Due date for manager/supervisor and liaisons to submit evaluations to TaskStream	
3/6/15	Required			Program Review Committee meeting: Program Review Committee reviews and approves Report	
3/10/15				PIE approves PR Review and Report and forwards to PCab	
3/17/15				PCab recommends Program Review Reviews and Report to President for decision making	
3/18/15				All resource allocation requests can now be officially acted upon by prioritizing committees (BARC can report to PIE on 3/24/15 to support any year-end purchases)	
4/10/15	Required			Program Review Committee meeting: Begin review of 360 evaluation	

Recommended May 2, 2014 by Program Review Committee

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Approved May 13, 2014 by Planning and Institutional Effectiveness Committee

Recommended for Approval May 20, 2014 by President's Cabinet

Revised on 12/2/14 by GD

4/14/15				By this date, all prioritizing committees report to PIE regarding process and lists	
4/21/15				All prioritizing committees report out to PCab with prioritization lists by this date	
5/1/15	Required			Program Review Committee meeting: Finalize next steps	
5/5/15 or 5/19/15				PR, BARC, FHP, and CHP report on evaluation results to PIE and PCab and any changes for 2015/2016	