

Calendar and Training Plan for 2015-2016 Program Review & Integrated Planning Cycle

Please note: Additional trainings dates will be added to the calendar throughout the fall semester. Be sure to check this calendar regularly for additional Program Review training sessions.

Date	Who this Activity/Action entails			Activity/Action	Training/Outcome
	Liaison	Lead Writer	Manager		
8/19/15	Required	Required	Required	Program Review Liaisons Institute 10:00 a.m. – 12:00 p.m., SB-216 - Flex # 84100	A presentation of the 2015-2016 annual update module and training for liaisons.
8/19/15				Outcomes vs. Objectives Workshop 1:00 p.m. – 2:00 p.m., G-105 - Flex # 84243	Learn the difference between an Outcome and an Objective. How is assessing the two different? How does assessing Outcomes serve a student's experience at Mesa? How does Outcomes Assessment Data relate to Program Review?
8/19/15				SLO Assessment Think In 2:00 p.m. – 3:00 p.m., A-109 - Flex # 84244	A series of workshops to begin discussion on Mesa's next SLO Assessment cycle (beginning in 2016-17), the value of assessment, its relation to Program Review, the nature of assessment, and what works for Mesa.

8/20/15				SLO Best Practices for Outcomes Assessment • 1:00 p.m. – 2:00 p.m., G-105 • Flex # 84245	Learn what your colleagues are successfully doing in their SLO classroom assessments. How to run an effective assessment, evaluate the data, and make the data work to support your Program Review.
8/20/15				SLO Assessment Think In • 2:00 p.m. – 3:00 p.m., A-109 • Flex # 84246	A series of workshops to begin discussion on Mesa's next SLO Assessment cycle (beginning in 2016-17), the value of assessment, its relation to Program Review, the nature of assessment, and what works for Mesa.
9/4/15	Highly Recommended	Highly Recommended		Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., SB216	Training for Lead Writers and Liaisons.
10/2/15	Highly Recommended	Highly Recommended		Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., SB216	Training for Lead Writers and Liaisons.
11/6/15	Highly Recommended	Highly Recommended		Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., SB216	Training for Lead Writers and Liaisons.
12/4/15	Highly Recommended	Highly Recommended		Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., SB216	Training for Lead Writers and Liaisons.
12/21/15		Required		Due date for Lead Writers to submit their Program Review into Taskstream and notify their Manager and Liaison of their submittal.	
12/21/15-1/20/16	Required		Required	Managers and Liaisons complete their <i>preliminary</i> reviews of their Administrative/School/Student Services submitted Program Reviews.	Managers and Liaisons will have four weeks to provide guidance and feedback to their Lead Writers.

1/20/16	Required		Required	Due date for Managers and Liaisons to submit their preliminary evaluations in Taskstream.	
1/21/16- 1/29/16	Required	Required	Required	Managers and Liaisons discuss with Lead Writers; Lead Writers edit as needed	
1/29/16		Required		Due date for Lead Writers to submit their FINAL Program Reviews into Taskstream.	Taskstream modules will be locked down.
1/29/16- 2/11/16	Required		Required	Managers and Liaisons will provide their final reviews.	
2/11/16	Required		Required	Due date for Managers and Liaisons to submit final evaluations in Taskstream.	
2/5/16	Required			Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., LRC 435	Update on progress and other business.
Late February				Resource requests are delivered to the appropriate prioritization committees.	
TBD				PIEC approves Program Reviews and final reports and forwards them to PCab.	
TBD				PCAB recommends Program Reviews and final reports and recommends to President for decision-making.	
3/4/16	Required			Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., LRC 435	Program Review Steering Committee reviews and approves report.
Mid March	Required	Required	Required	Institutional Planning survey sent to all Lead Writers, Liaisons, and Managers	
TBD				All resource allocation requests can now be officially acted upon by each of the prioritizing committees.	
4/8/16	Required			Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., LRC 435	Begin review of 360 evaluation.
TBD				All prioritizing committees report out to PIEC with prioritization lists.	

TBD				All prioritizing committees report out to PCab with prioritization lists.	
5/6/16	Required			Program Review Steering Committee Meeting • 11:00 a.m. – 12:30 p.m., LRC 435	Finalize next steps.
TBD				Program Review Committee, BARC, FHP, and CHP report on their evaluation results to PIEC and PCab with any updates and/or changes for 2016-2017.	