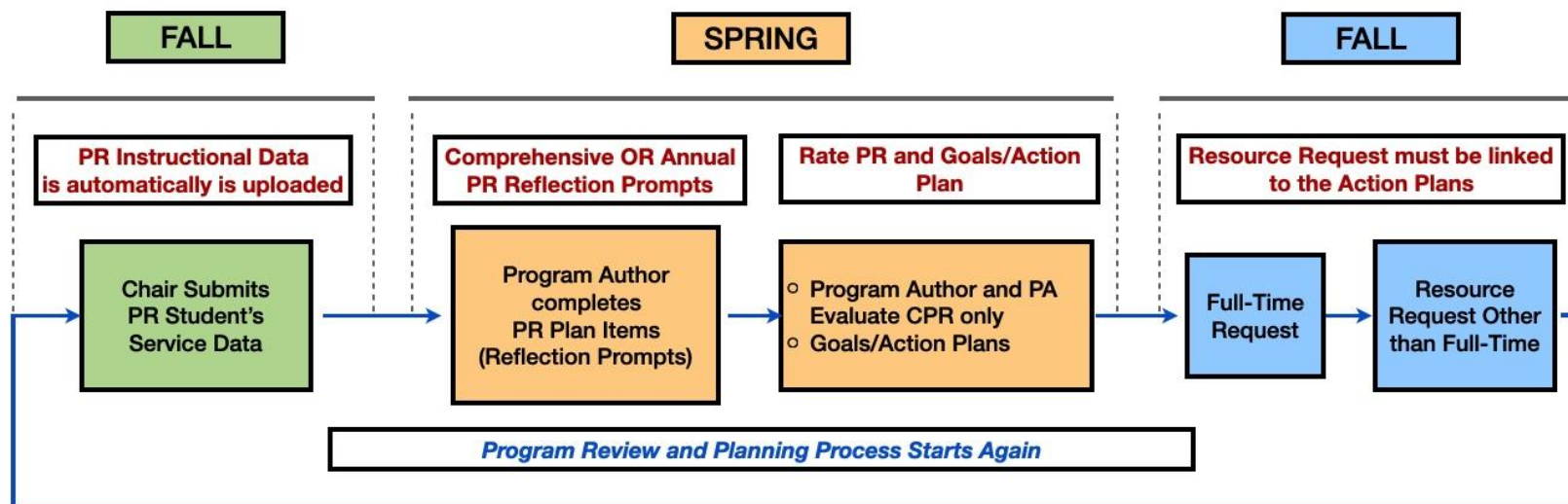


Program Review and Planning Process Flowchart and Timeline 2022 - 23

- The following timeline will be updated on an annual basis.
- If you have any questions regarding this flowchart, timeline, or Program Review and Planning Process, please contact [Polo Mariscal](#), [Kaitlin Fisher](#), or [Chris Tarman](#).
- For Anthology (Campus Labs) technical issues, please contact [Aracely Ragazzo](#) or [Melanie Haynie](#).
- For Data Dashboard technical issues, please contact [Kimberly Coutts](#).
- The following flowchart is intended to provide you with an overview of the Program Review and Planning Process. For additional details and due dates please refer to the two-part timeline (Fall and Spring) followed by the flowchart.

Program Review and Planning Process Flowchart



Legend PR - Program Review
PA - Program Administrator
CPR - Comprehensive Program Review

Program Review and Planning Process Timeline Requirement

Note: Green rows indicate when an item is open or available to the author/Chair. Red rows indicate when an item is due.

		X = Member Responsibility	
	FALL 2022	Author/ Chair	Dean/ Supervisor
Flex Week (8/12 - 8/18)	<ul style="list-style-type: none"> Resource Request on Anthology (Campus Labs) now open, August 12th. Resource Request Training Wednesday, August 17th at 3 pm. 		
Week # 3 (September 9th)	<ul style="list-style-type: none"> Program/Unit Authors' deadline to complete Full-time Faculty Requests on Anthology (Campus Labs) - under Academic Year 2022 - 23 for the Program Review completed on Anthology (Campus Labs) under Academic Year 2021 - 22. 	X	
Week # 6 (October 1st)	<ul style="list-style-type: none"> Chair/Director deadline to submit Program/Unit Review Student Service Data for Academic Year 2021 - 22 to Research Analyst of RPIE Kim Coutts. Program/Unit Review Instructional Data is automatically collected by RPIE. 	X	
Week # 8 (October 14th)	<ul style="list-style-type: none"> Program/Unit Authors' deadline to complete Resource Requests other than Full-time request on Anthology (Campus Labs) - under Academic Year 2022 - 23 that supports the Program Review completed on Anthology (Campus Labs) under Academic Year 2021 - 22. 	X	
Week # 10	<ul style="list-style-type: none"> Deadline for Program/Unit Author to submit a Program/Unit Establishment, Modification, or Removal Request for the purpose of Program Review and Planning. <ul style="list-style-type: none"> Any new program/unit will submit a Comprehensive Program Review (Mentor is available) 	X	

	Spring 2023	Author/ Chair	Dean/ Supervisor
January 13th	<p>Program/Unit Review Data for the Academic Year 2021 - 22 is now available on the Program Review Data Dashboard.</p> <p>Program/Unit Review for the Academic year 2022 - 23 is now open in Anthology (Campus Labs).</p> <ul style="list-style-type: none"> Goals and Action Plans will be locked. From April 3 to May 5 you will be able to add/update Goals/Action Plans and link them to your new Program/Unit Review "Plan Items". Please contact Aracely Ragazzo or Melanie Haynie to request Anthology (Campus Labs) Program/Unit Review permission access for a new member. 		
Flex Week (1/13 - 1/20)	<ul style="list-style-type: none"> Program/Unit Review and Planning Overview Training Campus Labs Training Comprehensive/Annual Program Review 		
Week 7 Tue and Wed	<ul style="list-style-type: none"> Program/Unit Review Campus Labs 1st Support Session Program/Unit Review Campus Labs 2nd Support Session 		
Week 8 (March 17th)	<ul style="list-style-type: none"> Program/Unit Review Campus Labs 3rd Support Session 		
Week 10 (March 31st)	<p>Deadline to complete Comprehensive Program Review - Plan Items and/or Annual Program Review Update - Plan Items for Academic Year (2022 - 23).</p> <p>* No submission required, Anthology will automatically save your Program/Unit Review - Plan Items.</p>	X	
Week 11 (April 3rd)	<p>Program/Unit Supervisor review period and Goals/Action Plans for the Program/Unit Review Academic Year (2022 - 23) are now open.</p> <ul style="list-style-type: none"> The Program/Unit Supervisor reviews the Program/Unit Review. The Program/Unit Supervisor may make suggestions to the Program/Unit Review Goals/Action Plans. The Program/Unit Supervisor and Program/Unit Author rate the program/unit using the Comprehensive Program Review ONLY. Authors add/update Goals/Action Plans and links to the related Program Review Plan Items. 		
Week 12 (April 14)	Chair/Director submits new data metric request to IPRC.		
Week 15 (May 5th)	The deadline to complete the Program/Unit Supervisor review period and Goal/Action Plans for the Program Review Academic Year (2022 - 23)	X	X