

Non-Instructional Program Review Cycle 2015 - 2016

1. Program Review Committee submits list of programs to undergo self-study this cycle to each VP by the end of the spring semester prior to the beginning of the review cycle.
2. VP's notify IMS/Division dean so they can notify department participants of program review.
3. Writers and interested participants attend a training presentation prior to the beginning of the semester to discuss how to complete any pending actions needed for the review.
4. Division deans provide data to appropriate review participants.
5. PR committee members provide drop-in sessions throughout the semester to assist staff, faculty, and departments with the preparation of the review in TEC 800 (see programreview.fullcoll.edu for dates).
6. Program lead writer completes review and submits hard copy form and electronic copy of PR to Division dean/IMS by November 13.
7. Division dean/IMS forwards a copy (Word doc and PDF) to the appropriate Vice President's office by December 11.
8. VP Office uploads a copy of the PDF to FC SharePoint by January 8, 2016.
9. VP Office submits a reviewed and signed Word document electronically for each self-study to the Program Review Committee Chair by February 1.
10. The PRC read the self-studies as subgroups and provide feedback to program via the Reader's Report. The PRC subgroups discuss the self-studies on March 18 and send Reader's Report to each program by March 28.
11. The PRC presents a PR report containing college themes identified to the Faculty Senate for ratification on April 7.
12. The PRC presents the report endorsed and ratified by the Faculty Senate to PAC for endorsement on April 10 and if a second read is necessary, endorses on April 28.
13. Once PAC has endorsed the summary report, the Program Review Committee will forward them to the Planning and Budget Steering Committee (PBSC) on May 6.