

Date: 14 November 2016

To: College Planning Council

From: Dr. Edward Pai, Dean, Institutional Effectiveness

**Re: Program Review and Unit Planning Timeline and Requirements**

2015-16 Annual Program Review/Unit Planning Process

- Academic, Administrative and Student Services Units participate
- Closed October 15
  - Catch up sessions offered October 13 and 14
- Validation on-going

Fall 2016 Annual Program Review/Unit Planning Process (APR)

- Academic, Administrative and Student Services Units participate
- Opened October 17, 2016
  - Workshops offered:
    - Nov 18, 1-3
    - Dec 9, 12:30-3:30
- Requirements:
  - Update existing plans (progress updates/"closing the loop")
  - Complete modules as described in Unit Planning Completion requirements
- Closes January 2017 for validation (per Planning Policy and Procedure Manual)

2016-17 Comprehensive Program Review (CPR)

- Scheduled units participate (see schedule)
- Opened October 24
  - First workshop offered 10/28 (Assessment, Architecture, Kinesiology, Music + 2 Deans attending)
  - Second workshop offered 11/4 (Math, CIS, CD, Physics, Chemistry, Music, Psychology, Culinary Arts, Kinesiology, English, Theatre attending)
  - Scheduled workshops:
    - Nov 18, 9-12 and Dec 9, 12:30-3:30
    - CTE: Dec 9, 9-12
- Timeline for completion is Assessment Committee agenda item
- Requirements:
  - Proposed modules going to Assessment Committee
  - From Assessment Committee to CTE, AS and CPC
- Review/Validation/Approval process being clarified
  - Assessment Committee role
  - CTE Committee role
  - VP/Dean/Administrative roles
  - Academic Senate/CPC roles