



ANNUAL PROGRAM REVIEW TIMELINE SHAWNEE COMMUNITY COLLEGE

ITEM	RESPONSIBLE PARTY	DUE DATE
Faculty/Staff of programs under review will be notified via email	Dean of Transfer & Adult Ed	August 30
Program Review Fall Meeting <i>(Templates for programs under review will be provided to corresponding Deans and Student Services Areas)</i>	Dean of Transfer & Adult Ed	Mid-September
Faculty/Staff begin work on Program Review Templates	Faculty/Staff	By date of Fall Advisory Council Meetings for CTE Programs
CTE Programs to have Advisory Councils review Program Review Templates and make suggestions	CTE Faculty	Fall Advisory Council Meeting Date
Faculty/Staff submit completed Draft to corresponding Dean	Faculty/Staff	November 1
Deans will make comments and return to Faculty/Staff	Deans	December 1
Faculty/Staff submit Final Program Review Template to Deans	Faculty/Staff	February 1
Deans review completed Program Review Template then submit to Dean of Transfer & Adult Education	Deans	March 1



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Dean of Transfer & Adult Education submits all program reviews to VPAA for final review	Dean of Transfer & Adult Ed	April 1
VPAA reviews all program reviews and returns to Dean of Transfer & Adult Ed for final submission	VPAA	May 1
Dean of Transfer & Adult Education will submit Final Program Review Document to ICCB	Dean of Transfer & Adult Ed	June 1
Deans of CTE & Allied Health, and Student Services Areas under review will prepare report of program review findings and highlights to Dean of Transfer and Adult Ed for Assessment & Program Review presentation to BoT	Deans of CTE & Allied Health and Student Support Areas	July 1
Report on Assessment & Program Review due to AA Council for review	Assessment Coordinator & Dean of Transfer and Adult Ed	August 15
Report on Assessment & Program Review due for BoT	Dean of Transfer and Adult Ed	September 15
Report on Assessment & Program Review presented to BoT	Assessment Coordinator & Dean of Transfer and Adult Ed	October BoT Meeting