



ANNUAL PROGRAM REVIEW TIMELINE SHAWNEE COMMUNITY COLLEGE

ITEM	RESPONSIBLE PARTY	DUE DATE
Annual program review email to those under review	Dean of Transfer & Adult Ed	August 30
Program review templates (with IE Labor Market info for CTE/Allied Health) loaded to Google Docs for Deans and Directors/VPs	Dean of Transfer & Adult Ed	August 30
Program Review Fall Meeting	All Attend	Early/Mid-September
CROA Dashboard refresher trainings	IE/Deans/Chairs	Early/Mid-September
Additional data requests to IE via Help Desk	CTE/Allied Health Faculty & Staff responsible for review	September 15
Indicator 1: Need and Performance & Equity completed	CTE/Allied Health Faculty & Staff responsible for review	By the Fall Advisory Council Meeting
	Non-Academic Faculty & Staff	October 30
Advisory Councils for CTE/Allied Health programs provide recommendations to be included in program review	CTE/ Allied Health Faculty & Advisory Councils	Fall Advisory Council Meeting (in October)
Submit full first draft to corresponding Dean/Director	Faculty & staff responsible for review	December 1
Deans/Directors review first draft and work with faculty & staff to finalize draft	Deans/CTE Faculty & Directors/Non-academic staff responsible for review	December - March



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Deans/Directors submit completed program review drafts to VPs for review	Deans/Directors	April 1
VPs return drafts to Deans/Directors for edits	VPs	May 1
Deans/Directors make edits then submit FINAL templates to Dean of Transfer & Adult Education	Deans/Directors	June 1
Dean of Transfer & Adult Education to submit final program review document to ICCB	Dean of Transfer & Adult Ed	August 1
Deadline for ICCB Program Review to be submitted to ICCB	Dean of Transfer & Adult Ed	September 1

Resources:

[ICCB Program Review Manual](#)

[SCC Program Review Webpage](#)