

Instructional Comprehensive Program Review: Suggested Timeline of Completion

FIRST SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
February	<input type="checkbox"/> Attend the Institutional Effectiveness Committee's CPR Orientation. <input type="checkbox"/> Arrange for a one-hour CPR Kick-off meeting in April with PRIE and all full-time program faculty/ staff and relevant stakeholders. E-mail Karen with three meeting options.	
	<input type="checkbox"/> Post- Orientation, review and update the status of completed and continuing goals from the past CPR and APPs. Input them in the Platform. (1.D.i, 2.A, Improvement Platform's 'Step 2: Goals and Resource Requests')	
Late February/ Early March	<input type="checkbox"/> Review external impacts on the program and/or labor data. (2.B, 4.F)	
March	<input type="checkbox"/> Update course SLO result entries in the Improvement Platform, and if needed, meet with PRIE on how to draw from the dashboards for the SLO questions, including for the PSLOs. (4.C, 4.D)	
	<input type="checkbox"/> Attend the IEC's CPR work session , which will serve as a precursor to the April workshop co-hosted by the Curriculum Committee. Begin to draft preliminary data analysis, which will provide insight about student access and success overall and with each course. (3.A, 3.B, 4.A, 4.B, 4.D)	
April	<input type="checkbox"/> Meet with PRIE, all full-time program faculty/ staff and relevant stakeholders for a CPR Kick-off meeting to tackle CPR holistically and strategically. <i>Request additional data if needed by June.</i>	
	<input type="checkbox"/> To anticipate the second semester's curriculum related tasks, particularly changes to the course outlines of record, attend the workshop hosted by the Curriculum Committee, CTTL instructional designers, and SLO coordinator. It will prepare you for the optional Summer Curriculum Institute. (3.B.iii, 4.D)	

FIRST SEMESTER		
May	<input type="checkbox"/> Meet with PRIE to determine and plan for the student voice component if none exists. Surveys should be administered no later than the fall. (4.G)	
	<input type="checkbox"/> Consult with your dean about FTES and questions related to the program personnel section so as to anticipate needs. (1.E)	
Summer	<input type="checkbox"/> An optional Curriculum Institute will be hosted by the CC, CTTL, and PRIE, dates to be determined, to update course outlines of record.	

SECOND SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
August	<input type="checkbox"/> Continue updating course outlines of record (CoRs). <input type="checkbox"/> Doublecheck with your division Curriculum Committee (CC) representatives about the submission schedule of CoRs to ensure they're updated and approved per the CC's procedures.	
August/ Early September	<input type="checkbox"/> Consult with departmental colleagues to review the list of program achievements. (2.A)	
	<input type="checkbox"/> If not addressed in the first semester, meet with PRIE to determine and plan for the student input component. (4.G)	
September	<input type="checkbox"/> Consult with departmental colleagues to list pertinent professional development. (1.F)	
	<input type="checkbox"/> Identify the Values with which your program aligns and draft how they align. (1.D.ii)	
October	<input type="checkbox"/> Consult with IEC CPR Team. (3A, 3B, 4A, 4B)	
	<input type="checkbox"/> Consult with your dean to discuss CPR Draft #1, particularly the program goals – including resource requests, and the evaluation of the program that provides a basis for the goals.	
November	<input type="checkbox"/> Consult with the IEC CPR Team about the program goals and how they emerged from the evaluation of your program's effectiveness. (Improvement Platform's 'Step 2: Goals and Resource Requests')	

SECOND SEMESTER

MONTH	TASK	PERSON RESPONSIBLE
November	<input type="checkbox"/> By Nov. 15, draft responses in the Improvement Platform to the CPR 'Access' and 'Effectiveness' sections, and 'Step 2: Goals and Resource Requests.' Solicit input from your dean about goals, and align the goals with the Educational Master Plan.	
	<input type="checkbox"/> Optional Resource Request: By November 15, submit the Annual Resource Request via the Improvement Platform's 'Step 2: Goals and Resource Requests.' Work with your dean to complete the resource request and forge a plan to complete the forms needed for personnel and facilities requests if approved for funding.	

THIRD SEMESTER

TASK	PERSON RESPONSIBLE
<input type="checkbox"/> By the designated January date, complete all sections of the CPR in the Improvement Platform for Draft #2 to receive feedback.	
<input type="checkbox"/> Complete analysis of student input component if delayed. (4.G)	
<input type="checkbox"/> Consult with the IEC CPR Team for formative oral and written feedback on CPR Draft #2, and revise as needed.	
<input type="checkbox"/> Solicit feedback on the CPR Draft #2 by your dean and revise as needed.	
<input type="checkbox"/> Check that curriculum related tasks are completed. (4.H)	
<input type="checkbox"/> Finalize 'Step 2: Goals and Resource Request' in the Improvement Platform.	
<input type="checkbox"/> Participate in the CPR Share Outs.	
<input type="checkbox"/> Download the CPR from the Improvement Platform and submit it on the Friday before spring break or by April 1, whichever comes first.	

Red: IEC Team, PRIE, and Curriculum Committee/ Instructional Designer Consultations