



Instructional Comprehensive Program Review: Suggested Timeline of Completion

FIRST SEMESTER	
MONTH	TASK
February	<input type="checkbox"/> Attend the Institutional Effectiveness Committee’s CPR Orientation.
	<input type="checkbox"/> Complete fields with information you can access from the past CPR and APPs, reviewing and updating as needed. (1.D.i., 2.A, 5.A)
February/ Early March	<input type="checkbox"/> Meet with PRIE on the program data (including student feedback component if there is time) prior to the consultation with your IEC Team. <i>Request additional data if needed by June.</i> (3. A, 3.B, 4.A, 4.B, 4.F, 4.H)
March/ early April	<input type="checkbox"/> Meet with PRIE on the SLO assessment results prior to the consultation with your IEC Team. (4.C, 4.D, 4.E.)
April	<input type="checkbox"/> Review external impacts on the program and/or labor data. (2.C, 4.G)
April/ May	<input type="checkbox"/> To anticipate the second semester’s curriculum related tasks, particularly changes to the course outlines of record, consult with your dean, Curriculum Committee (CC) division representatives, and/or Center for Transformative Teaching and Learning (CTTL) instructional designers about curricular and pedagogical changes. (3.B. ii/iii; 4.B, 4.D.i/iii, 4.E, 4.G) <input type="checkbox"/> A workshop will be hosted by the CC and CTTL, date to be determined.
May	<input type="checkbox"/> Consult with your dean about FTES and questions related to the program personnel section so as to anticipate needs. (1.E)
May	<input type="checkbox"/> Draft program goals and objectives resulting from the evaluation of the program and confer with your dean about them. (5.A., 5.B, 5.C)
Summer	<input type="checkbox"/> A Curriculum Institute will be hosted by the CC, CTTL, and PRIE, dates to be determined.

SECOND SEMESTER	
MONTH	TASK
August	<input type="checkbox"/> Update course outlines of record. <input type="checkbox"/> Doublecheck with your division Curriculum Committee representatives about the submission schedule of course outlines of record to ensure they're updated and approved per the Curriculum Committee's procedures.
August/ Early September	<input type="checkbox"/> Meet with colleagues to list program achievements. (2.B)
	<input type="checkbox"/> If not addressed in the first semester, meet with PRIE to determine and plan for the student input component. (4.H)
	<input type="checkbox"/> Review course enrollment and success data to inform a recommended course sequence to the degree/certificate. (3.B.ii/iii, 4.B., 4.D.i/iii, 4.E, 4.I) Update the recommended course sequence as needed, and submit to the Curriculum Committee.
September	<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 departmental colleagues to list pertinent professional development. (1.F)
	<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 for formative feedback on the CPR Draft #1 to discuss program goals and how they emerged from the evaluation of your program's effectiveness.
	<input type="checkbox"/> By Nov. 15, submit CPR Draft #1 to PRIE and your dean. The draft should address the relevant questions from the 3rd, 4th, and 5 th sections--access, effectiveness, and action plan—that connect the evaluation and the program goals.
	<input type="checkbox"/> Optional (for programs that have resource requests that require funding): By November 15, submit the Annual Resource Request emerging from the evaluation of your program.

THIRD SEMESTER	
MONTH	TASK
January	<input type="checkbox"/> Submit CPR Draft #2 to PRIE and your dean.
January/ early February	<input type="checkbox"/> Complete analysis of student input component. (4.H)
February	<input type="checkbox"/> Consult with the IEC CPR Team for formative oral and written feedback on CPR Draft #2.
	<input type="checkbox"/> Solicit feedback on the CPR by your dean.
March	<input type="checkbox"/> Check that curriculum related tasks are completed. (4.I)
	<input type="checkbox"/> Finalize Action Plan (5.A., 5.B, 5.C) and complete remaining sections. (1.A., 1.B., 1.C)
March/ April	<input type="checkbox"/> Stay tuned: how the CPR will be shared beyond the IEC is to be determined.
April	<input type="checkbox"/> Submit CPR by April 1.