

BCC ACADEMIC PROGRAM REVIEW

Recommended Calendar

ACTIVITY	COMPLETION DATE
Vice President of Institutional Research, Planning & Development meets with Program Coordinators scheduled for program review to finalize time-frames and to discuss design and process.	May- September
Divisional Deans and Program Coordinators meet with the faculty of programs to be reviewed	May or September
Plan and assemble team and schedule first meeting.	September
Identify and request any surveys of additional assistance.	October
Review, revise or develop program mission statement, objectives and outcomes. Review most recent program review.	October
Complete Goals section draft	November
<i>IR provides data for quality section</i>	<i>November</i>
Faculty review and provide recommendations for goals section.	December
<i>IR provides data for demand section</i>	<i>December</i>
Complete Quality section draft	January
Complete Demand section draft	February
<i>Fiscal Services provides budget data report</i>	<i>February</i>
Complete Cost-Effectiveness section draft	March
Finalize drafts and prepare summary of strengths and weaknesses	Late March – Early April
Faculty review and provide recommendations	April
Develop Action Plan	May
Final edits, copy preparation and distribution to faculty and VPs of IR and Academics for final review	May/June
Divisional Dean will approve final Program Review Document and submit to VP of IR	June
Vice President of Academic Affairs will review and submit Program Review with recommendations to the President	July
President will review recommendations with Vice President of Academic Affairs.	August
Copy provided to Board of Trustees	September