

BCC ACADEMIC PROGRAM REVIEW

Activity Calendar & Deadlines

ACTIVITY	DUE 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.	October
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 Dean for final review.	May/June
Divisional Dean will approve final Program Review Document and submit to Vice President of Institutional, Research, Planning, and Assessment and Associate Vice President for the division.	June
Associate Vice President of Academic Affairs will review and submit Program Review with recommendations to the Vice President for Academic Affairs.	July
Vice President for Academic Affairs will present report and final recommendations to the President.	August
The President will review and provide copies to the Board of Trustees.	September