



Summary of 2016-2017 Program Review and Prioritization Timeline

Updated 3/7/17

October 14, 2016: The Faculty Prioritization Committee pre-meeting to use rubric to prioritize faculty positions. Committee members are:

- Academic Senate President or designee (Faculty Co-Chair)
- One member of Senate Executive Committee or designee
- Outcomes and Assessment Faculty representatives (2)
- At-large Faculty representatives selected by the Academic Senate Executive Committee (2)
(Note: Faculty from Student Services should be included on the Committee)
- Vice President, Student Learning (Administrative Co-Chair)
- Vice President, Student Success
- Deans or Directors or designees (4)

October 15, 2016 (Midnight): Program Review Updates Due

October 17, 2016: The Office of Institutional Effectiveness & Planning begins consolidating information/lists from the PRUs and data points. All instructional units will prioritize at their unit/school level and send the prioritized list to the Office of Institutional Effectiveness & Planning.

October 21, 2016: The Office of Institutional Effectiveness & Planning sends out criteria for faculty prioritization and data points.

November 18, 2016—Friday: Faculty Prioritization (2nd date if necessary).

December 2016/January 2017: Funded faculty positions are announced.

March 7, 2017: Programs/Units in each executive unit begin prioritizing lists for instructional equipment/technology, non-instructional equipment/technology and staff requests within their respective units (see Figure 1 in the CPC Handbook).

- Prioritizing lists should begin at the department level with respective Staff, Supervisors, Directors and/or Deans. Then proceed to be prioritized in one of five executive units below.

President – President’s Office, Educational Center, Institutional Advancement, and Community Education-PaCE

Administrative Services – Vice President’s Office, Facilities (Custodial, Grounds, Maintenance & Operations), Fiscal/Business Services, Information Technology/Information Systems, and Public Safety

Human Resource – Vice President’s Office and Human Resources

Student Learning – Vice President’s Office, Applied Sciences & Business, Social Sciences & Arts, Communication & Humanities, Health Sciences & Education, Library and Learning Resources, and Math & Sciences

Student Success – Vice President’s Office, Counseling Services, Enrollment Services, and Institutional Research

April 19, 2017: Units complete their lists in their respective Executive branch: Office of the President, Office of the Vice President of Student Success, Office of the Vice President of Student Learning, Office of the Vice President of Administrative Services, and Office of the Vice President of Human Resources.

All other remaining prioritization and the 3 prioritized lists from the 5 executive areas are submitted to the Office of Institutional Effectiveness & Planning for college prioritization.

April 20, 2017: The Staff Prioritization Committee pre-meeting to use criteria to prioritize staff positions. Committee members are:

- Leadership (6) including the Administrative Co-Chair as assigned by the President
- Faculty (4) including the Faculty Co-Chair as appointed by the Academic Senate
- Classified Staff (2) as appointed by CSEA

April 28, 2017—Friday: Staff Prioritization 12pm

May 5, 2017—Friday: Equipment Prioritization 12pm

May 2017: Prioritized staff and equipment lists proceeds to APO subcommittee and Budget subcommittee as information items then to the College Planning Council as an information item.

- The consolidated leadership list will be submitted to Executive Cabinet.
- The consolidated facilities list will be submitted to the Facility Advisory Committee.
- The remaining consolidated technology requests (not prioritized under non-instructional equipment) are submitted to the Office of Educational Technology to see if any requests are being replaced as part of the refresh cycle as stated in the Technology Master Plan.

May-September 2017: Funded equipment or staff positions will be announced. Staff and equipment will be purchased as funds are identified beginning July 1, 2017. Both the equipment and staff positions will remain as living lists throughout the 2017-2018 year and can be funded as funds become available or identified.