The **twenty-two** units scheduled to complete a Program Review in 2016 – 2017 and assigned committee contacts are listed below. Units may contact any committee member for help with completing their program review. All remaining units will participate in the Annual Planning Process. Please refer to the Planning and Program Review Handbook as a guide to answering the questions and working in the web tool.

|  |  |  |  |
| --- | --- | --- | --- |
| **Office of the President** | **Administrative Services** | **Instruction** | **Student Services** |
|  |  |  |  |
| **None** | **Administrative Services Area** – ?  **Aquatics Program** – ?  **Cafeteria** – ? | **Sciences: Biology** – ?  **Sciences: Earth Science** – ?  **Sciences: Microbiology** – ?  **Sciences: Economics** – ?  **Sciences: American Sign Language** – ?  **Sciences: History** – ?  **Sciences: Political Science** – ?  **Sciences: Sociology/Anthropology** – ?  **Career & Human Development: Child Development & Education** – ?  **Career & Human Development: Psychology** – ?  **LAM: Music** – ?  **LAM: Theatre Arts** – ?  **LAM: Library** – ?  **LAM: Mathematics** – ? | **Counseling and Matriculation: DSPS** – ?  **Counseling and Matriculation: EOPS/CARE/CalWORKs/Foster Youth** – ?  **Counseling and Matriculation: Personal and Career Development** – ?  **Student Services and Student Development:** **Admissions and Records** – ?  **Student Services and Student Development:** **Financial Aid** – ? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Tentative Agenda for Committee Meeting** | **Program Review** | **Annual Planning** |
| Sept. 12, M | Introduction. Committee meets to go over the Process, Timeline, Web Tool, Blackboard, Committee Contact assignments, Assigning mentors to new PPRC members etc. | PPR Committee Contacts, process, timeline, web tool, and data.  Send link to PPR data to chairs by August 29.  Send timeline to Deans and Chairs by August 29.  Memos and instructions to PPR units by Sept. 14. | Send link to PPR data to chairs by August 29.  Memos and instructions to Annual Planning participants by Sept. 19. |
| **Sept.14, W** | **No Meeting – PPR and AP Workshops** | **Focus of workshop will be on answering questions 1 and 2** | **Workshop (12-1), Annual Plans** |
| **Sept. 19, M** | **No Meeting – PPR Workshop** | **Focus of workshop will be on answering questions 3 and 4** |  |
| **Sept. 26, M** | **No Meeting – PPR Workshop** | **Focus of workshop will be on answering questions 5 and 6** |  |
| **Sept. 28, W** | **No Meeting – PPR and AP Workshops** | **Focus of workshop will be on answering questions 7 and 8** | **Workshop (12-1), Annual Plans** |
| **Oct. 3, M** | **No Meeting – PPR Workshop** | **Focus of workshop will be on answering questions 9 and 10** |  |
| **Oct. 10, M** | **No Meeting** | **Invitations and dates to meet with the committee sent to PPR units** |  |
| **Oct. 17, M** | **No Meeting – PPR and AP Workshops** | **Workshop (3-4:30), PPRs** | **Workshop (12-1), Annual Plans** |
| **Oct. 24, M** | **No Meeting** | **Deadline, units submit finalized program review plans using the PPR Web Tool.** |  |
| Oct. 31, M | Meeting with **Aquatics Program** and **Administrative Services Area** |  |  |
| Nov. 7, M | Meeting with **Cafeteria** and **American Sign Language** |  |  |
| Nov. 14, M | Meeting with **Biology** and **Microbiology** |  |  |
| Nov. 21, M | Meeting with **Earth Science** and **Sociology/Anthropology** |  |  |
| Nov. 28, M | Meeting with **Economics** and **Political Science** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s)** | **Tentative Agenda for Committee Meeting** | **Program Review** | | **Annual Planning** |
| **Dec. 5, M** | Meeting with **History** and **Library** |  | | **Deadline, annual plans due to Deans/Managers** |
| **Dec. 12, M** | **No Meeting, Finals Week** |  | |  |
| **Jan. 16, M** | **No Meeting, Martin Luther King Jr. Holiday** |  | |  |
| Jan. 23, M | Meeting with **Child Development & Education** and **Psychology** |  | |  |
| **Jan. 25, W** | **No Meeting** |  | | **Workshop (12-1), Annual Plans** |
| Jan. 30, M | Meeting with **Music** and **Theatre Arts** |  | |  |
| **Feb. 6, M** | Meeting with **Mathematics** and **Personal Career Development** |  | | **Deadline, units submit finalized annual plans using the PPR Web Tool.** |
| Feb. 13, M | Meeting with **DSPS** and **EOPS/CARE/CalWORKs/Foster Youth** |  | |  |
| **Feb. 20, M** | **Washington’s Birthday, No Meeting** |  | |  |
| **February 27, M** | Meeting with **Financial Aid** and **Admissions and Records** | **Deadline for Departments to prioritize objectives** | | |
| March 6, M | Meeting, Finalize outstanding feedback |  |  | |
| **March 10, F** | **No Meeting** | **Deadline for Divisions to prioritize objectives** | | |
| **March 13, M** | **No Meeting, Spring Recess** |  |  | |
| March 20, M | Meeting, Finalize outstanding feedback |  |  | |
| **March 24, F** | **No Meeting** | **Deadline for Areas to prioritize objectives** | | |
| **March 27, M** | **Long meeting: PPR Committee Prioritizes Objectives from Area Plans** |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Tentative Agenda for Committee Meeting** | **Program Review** | **Annual Planning** |
| April 3, M | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys |  |  |
| April 10, M | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys | PPR survey distributed to participants by April 12 | |
| **April 17, M** | **No Meeting, Cabinet meets to discuss PPR recommendations** |  |  |
| **April 24, M** | **Deadline, President’s Memo to PPR and to the Campus Community** |  |  |
| May 1, M | PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Review Timeline for Next Year |  |  |
| May 8, M | PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year |  |  |