2024-2025
Program Review Timeline

SWC
SOUTHWESTERN COLLEGE

IMPORTANT INFORMATION – PLEASE READ! Deadlines will be enforced.

Level 3   **Friday, October 11, 2024**
Academic Programs and Identified Administrative Units

Level 2   **Friday, January 17, 2025**
Deans and Identified Administrative Units

Level 1   **Friday, March 7, 2025**
Vice Presidents/Superintendent/President

For resource allocation requests at any level to be considered:
- Review must be submitted on time and by the deadline.
- Requested modifications to review must be made.
- Requests for new full-time faculty hires must be included in Academic and Level 2 reviews to be considered for Faculty Hiring Prioritization.

If these criteria are not met, the resource request will **NOT** be considered approved **nor** be included in the Prioritization Process. *Items requested in a late program review can only be addressed through the normal budget development process*.

Programs completing a "comprehensive" program review can find the necessary program review materials at the [Institutional Program Review Committee's website.](#)

Questions? Please contact your program review committee chair below with questions:

Academic Program Review:	[Rebekah Stassinopoulos](#), APR Chair
Student Services Program Review:	[Rachel Fischer](#), SAPR Chair
Academic Administrative Program Review:	[Joachim Latzer](#), AAAPR Chair
Business & Financial Affairs, Human Resources, Institutional Technology, & Superintendent/President Program Review:	[Marc Colcleaser](#), BFAHRITSP Chair

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Deadline	Task
August	Institutional Research ensures data is available to Program Review leads.
No later than August 21	IT opens online Program Review application for Level 3.
August - September	IPRC offers training workshops to support program review.
No later than September 1	Level 2 leads meet with all interested Level 3 program members to share information about district, division, and unit goals. This meeting may be a regularly scheduled school or unit meeting. Level 3 program review leads and contributors are encouraged to attend.
October 11	Level 3 Program Reviews and any required SLO/AUO Timelines are submitted.
~~October 13 – November 14~~	~~Validation process for review Level 3 comprehensive program review submissions~~
November - December	IPRC coordinates with Level 2 leads to provide program review training.
~~December 5~~	~~Level 3 validation revisions are due to Level 2.~~
December 2 - 13 (approximate date)	Level 2 meeting with Level 1 lead to review Level 3 resource requests for possible funding options or budget planning augmentation.
January 17	Level 2 Program Reviews and prioritized resource requests are submitted.
January 21-24	IRP checks all program reviews are submitted with proper documentation
January - February	Level 2 leads communicate their final prioritized resource requests at regular unit meetings.
~~January 22 – February 9~~	~~Level 1 validation of Level 2 comprehensives~~
March 7	Level 1 program reviews and prioritized resource requests are submitted

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March 11	Resource requests for new faculty members are forwarded to the Faculty Hiring Prioritization (FHP) Committee.
~~March 11 – 22~~	~~ELT validation of Level 1 comprehensives~~
March 20 – April 11	Estimated dates for Department Annual Budget Development process.
March 10 - 21	IRP office prepares resource requests lists for prioritization process.
April 7 - 25	IPRC chairs provide training to Prioritization Taskforce members. Training may include institutional goals and materials for completing the prioritization process. Prioritization Taskforce members review completed program reviews.
April 28 – May 2	Prioritization Taskforce members complete review of resource requests and vote to determine prioritization list.
May 8	IPRC reviews rubric and process.
May 5-23	The prioritized list is then reviewed and ratified by the Executive Leadership Team (ELT).
May 30	IPRC sends final prioritized list to the Office of Business & Financial Affairs to identify potential funding sources for prioritized items.
June-July	Office of Institutional Research and Planning and IT review the Program Review process to identify areas of continuous improvement.
August	Final approved prioritization list if forwarded to SCC for information and published.
August-September	Departments are notified of authorization to purchased approved prioritized items.

IPRC=Institutional Program Review Committee   IRP=Institutional Research & Planning   IT=Institutional Technology