From:	Pedersen, Ryan
Sent:	Tuesday, December 04, 2012 3:30 PM
To:	Pedersen, Ryan
Cc:	Saw, Eng
Subject:	Program Review Submission Tool Now Available

Hello all,
Please see below for information regarding the release of the new program review submission tool that is to be used in this program review cycle. Remember to complete your writing outside of the tool and to copy and paste your work into the tool so that you are sure not to lose any of your work.

Let me know if you have any additional questions.

Ryan Pedersen

Introducing the New Program Review Submission Tool!

The Basics:

- The Program Review Submission Tool is now available to begin entering your new objectives and uploading your comprehensive review documents.
- You can access the tool at http://10.39.9.14/ProgramReview. There is also a link to the tool on the Research and Planning page on InSite.
- You must use your workstation/email domain, username, and password to access the tool.
  - For example: losmedanos\rpedersen

The Dates:

- In depth, hands-on training sessions for using the new tool will be held on
  - **Friday December 7, 10AM – 12PM in L-214, and**
  - **Tuesday January 22, 12:30PM – 2PM in L-213**

- All documents for program review and for RAP must be **submitted by February 25th at 11:59 PM** at which point the submission tool will close. **There will be no late submissions.**

The Disclaimers:

- The tool is new, and it is possible that you may encounter new bugs. If you do, please submit a ticket to it-help@losmedanos.edu with **"Program Review Submission Tool" in the subject line** giving the details of the problem.
- There have been delays in transferring data from the old application into the new application for the purpose of updating existing objectives. You will be updated on the status of this process as soon as possible.

Ryan Pedersen
Research and Planning Coordinator
Co-Director, STEM Education