

LMC Key Planning Processes, Task, and Timeline

Program Review Year 3 Update (2019-2020)			
Tasks			Timeline/Month
Review/Revise Program Review (PR) Unit List			Aug 2019
PR Data available			Sept 2019
Review/Revise Program Review (PR) Year 3 Template			Sept 2019
Draft PR Year 3 Template to Academic Senate, Dept. Chairs, and Program Managers for feedback			Sept 2019
PR Year 3 Template approval by the Planning Committee			Oct 3, 2019
Instructional Units	Student Services Units	Administrative Units	Oct 2019—Feb 2020
Instructional Deans provide training to support completion PR--Section 3 (Assessment) and 4 (Curriculum)			Sept 2019
Due to Instructional Dean			End of Sept 2019
Instructional Deans provide training to support completion PR--Section 1 (Program Update)			Oct 2019
Due to Instructional Dean			End of Oct 2019
Instructional Deans and PIE Dean Provide training to support completion PR--Section 2 (Vision for Success Goal Setting)--Data Analysis			Nov 2019
Due to Instructional Dean			End of Nov 2019
	Student Services PR 1 st draft		Nov 15, 2019
	Student Services PR 2 nd draft due to direct supervisors		Dec 15, 2019
	Student Services PR <u>final draft</u> due to direct supervisor		Jan 15, 2020
Office of Business Services provide training to support completion PR--Section 4 Resource Request on cost estimation if needed			Feb 2020
Instructional PR final draft due to Instructional Dean	Student Services PR due to VPSS	Administrative PR due to the President	Feb 3, 2020
Program Review (PR) Year 3 Update Report Due to PIE			Feb 15, 2020

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All PR Reports and Cross Section Theme Reports posted on the PR Website	March 15, 2020
Resource requests (if they have not incorporated in the PR) due to the database	March 27, 2020
Resource Allocation Reviewed and Recommended by SGC	April 2020
Validation Process	Sept 2019—Fall 2020
1. Deans review each section and discuss with dept. chairs/program leads each month, certify the completion, and note the effectiveness of the program	Sept 2019—Feb 2020
2. Deans update their VPs on the strengths and challenges on their respective programs	March 2020
3. VPs update the President's Cabinet on the strengths and challenges on their respective programs.	April 2020
4. The PR Cross Section Theme Reports are <u>disseminated</u> to the appropriate Committees.	March 2020
5. Committees/Groups review the PR Cross Section Theme Report.	April/May 2020
a. Section 1--Program Update, Enrollment, and Labor Market to be reviewed by	
i. Office of Instruction (Deans and VPI)	
ii. Office of Student Services (Deans and VPSS)	
iii. SEM (Recommendations from i and ii go to SEM, SEM reports to SGC in fall 2020)	Fall 2020
b. Section 2--Vision for Success Goals to be reviewed by	April/May 2020
i. Planning Committee	
ii. Academic Senate	
iii. SEM (Recommendations from i and ii go to SEM, SEM reports to SGC in fall 2020)	Fall 2020
c. Section 3--Assessment to be reviewed by	April/May 2020
i. TLC	
ii. Student Services Student Learning Outcomes Committee	
iii. Academic Senate	Fall 2020
iv. SEM (Recommendations from i and ii go to SEM, SEM reports to SGC in fall 2020)	
d. Section 4--Curriculum to be reviewed by	April/May 2020
i. Curriculum Committee	
ii. Academic Senate	
iii. SEM (Recommendations from i and ii go to SEM, SEM reports to SGC in fall 2020)	Fall 2020