**Directions for Program Review Readers 2017**

PRUs are available here (since these are drafts, please do not share this link except as needed):

<http://lpcazure.laspositascollege.edu/programreview/pru2017-18.php>

**Readers (Program Review and SLO Committee):**

1. You are responsible for the Program Review Updates listed by your name on the attached list of program review readers. (Those in parentheses are not posted yet but are promised by 10/23. If they are not posted by 10/23, you do not need to read them).
2. You only need to read Section 1 (Program Snapshot) for each Program Review. You do not need to read Sections 2 or 3.
3. Use the Program Review Reader’s Worksheet to take notes on the Program Reviews you read. It is suggested that readers be finished reading your Program Reviews by Monday November 6. (This will depend on when you set a meeting with your team’s administrator). You will complete one single worksheet (unless you are reading PRUs for two divisions; then you should fill out a worksheet for each division). You should not fill out a separate worksheet for each Program Review; instead, put your comments about all the PRUs on one worksheet for the division. The worksheet is available on the Program Review web page under “Tools For Readers”: <http://www.laspositascollege.edu/instructionalprogramreview/>
4. When you have finished reading and taking notes, **email your Reader’s Worksheet to the administrator (dean or VP) on your team**.
5. You will be contact by the division team leader to set up a meeting to go over the Program Reviews. Your meeting should probably be the week of November 6.
6. Administrators will send completed Division Summaries to the PRC chair by November 27.

**Division Team Leaders (Flores, Lee, Singh, Spirn, Shuldman, Taylor)**

1. Team lists are provided on the Program Review Readers document. If you are a team leader, your job is to make sure the team arranges a meeting time to discuss the Program Reviews.
2. The PRC chair will send an initial email to each team on Thursday, 10/19.
3. After that, the team leader should take the lead in setting up a meeting time for your division team.
4. Your meeting should probably be the week of November 6; administrators need to send completed Division Summaries to the PRC chair by November 27.

**Deans/Administrators:**

1. For each Program Review in your division or area, read Section 1 (Program Snapshot). You do not need to read Sections 2 or 3
2. Use the Program Review Reader’s Worksheet to take notes on the Program Reviews you read. It is suggested that readers be finished reading your Program Reviews by Monday November 6. (This will depend on when your team sets a meeting with your team’s administrator). You will complete one single worksheet (unless you are reading PRUs for two divisions; then you should fill out a worksheet for each division). You should not fill out a separate worksheet for each Program Review; instead, put your comments about all the PRUs on one worksheet for the division. The worksheet is available on the Program Review web page under “Tools For Readers”: <http://www.laspositascollege.edu/instructionalprogramreview/>
3. The team leader for your division (a PRC committee member) will contact you and the readers for your division to set up a meeting to discuss the Program Reviews. Your meeting should probably be the week of November 6.
4. **The other readers should email you their Reader’s Worksheets before you meet.**
5. Write the Dean’s Summary for your division. The template is available on the Program Review web page: <http://www.laspositascollege.edu/instructionalprogramreview/>
6. Write any suggestions for revisions to Program Reviews. The Suggestions for Revisions template is available on the Program Review web page.
7. Send a draft of your summary to Karin Spirn and to your division by **Monday, November 27.**
8. Send any suggestions for Program Review revisions to programs by **Monday, November 27.** Programs should submit revised Program Reviews to the PRC chair by **Friday, December 8.**
9. Division summaries will be posted online for feedback. Division members should provide feedback by **Friday, December 8.**
10. Final drafts of Dean’s Summaries should be submitted to the PRC chair by **Monday, January 22**.

**Program Review Timeline**

October 19-November 6 Read Program Reviews

Week of November 6 or after Division teams meet

November 27 Deans/VP email Division Summary to PRC chair

November 27 Deans/VP email any suggestions/feedback to programs

November 29 Draft Division Summaries posted online for comments

November 29-December 8 Division members provide feedback re: Division Summaries

December 8 Email revised Program Reviews to PRC chair (if needed)

January 22 Email finalized Division Summary to PRC chair