LAS POSITAS
C O L L E G E

INSTRUCTIONAL PROGRAM REVIEW COMMITTEE
INSTRUCTIONS FOR SUBMITTING PROGRAM REVIEW

1. Faculty will use Blackboard to submit their completed program reviews and any necessary attachments.

2. The completed program review should consist of:
    - Part I: Self-Study
    - Part II: Planning forms (Maintenance and/or Development forms, as needed)
    - Optional attachments (attach if needed):
        o SLO timeline
        o SLO data sheet
        o Curriculum spreadsheet (2008)
    - Other attachments as needed to support the self-study and/or the planning forms

3. Process and timeline for completing program review:
    - Review your completed program review with your Dean. Your Dean should tell you the deadline for submitting your program to him/her for review.

    - After reviewing your program review with your Dean, submit your program to the IPRC via Blackboard by Nov. 5. (*NOTE to IPRC members: demo to be conducted at the end of the presentation of the talking points*)

        o The authors of the program review are responsible for submitting the program to the Instructional Program Review committee via Blackboard.

    - All documents submitted for review should be in either word document or excel format.

    - Naming files: title format for each file submitted is

        Discipline_name of document
        Examples:
        The mathematics department self-study document would be named
        math_self_study

        The English department planning form for maintenance of instructional assistant positions would be named
        english_maintenance_IA

The Psychology department planning form for development requesting a new position would be named
                        psych_development_new_position

4.   Validation will be conducted by the IPRC during the month of November. Validation is a peer-review process intended to recognize the hard work of authors and disciplines and to support the integration of program review with planning and budget processes.

SUBMITTING VIA BLACKBOARD
- Author of program review logs into Blackboard
- Click on the link for Instructional Program Review
- Click on the green button 2010 Submissions (left-hand column of the window)
- You will use the link **Upload Your Files Here** to submit your program review documents as per the instructions below:

- To upload your Program Review files, do the following:

  1. Click the Upload Your Files Here link above.
  2. On the submission page, click the Browse for Local File button. Locate the file on your computer, click to highlight it, then click Open.
  3. If you have more files to upload, repeat Step 2 for each file.
  4. When finished, click Submit.

- Logout after you have uploaded all necessary files.

Please feel free to contact Teri Henson or Elena Cole with questions or concerns.

Thank You!