

Program Review Timeline Fall 15

	Date	Due	Sent To
1	Aug 15- Oct 15	Programs work on PPU's	
2	Oct 12	PPUs due	Deans and PRC chair
3	Oct 12- Nov 13	Deans and PRC members read PPU's. Everyone fills out a response worksheet, then collaborates to write the Dean's summary.	
4	Nov 13	Dean's summaries	PRC chair and division members
5		Feedback to programs	PRC chair and programs
6	Nov 18	Summaries discussed at division meetings	
7	Dec 4	Edited PPU's (If edits were suggested)	Deans and PRC chair
8	Jan 15	Updated Dean's summaries	PRC chair

Notes

Step 3

The deans and PRC members will all read the PPU's at the same time, and have one meeting to write a summary and decide on suggestions for improvement (if needed). This was suggested in the PRC meetings, and will save steps and time.

Step 4

Please note: The Dean's Summaries will be sent to the division members and PRC chair by November 13 so they can be reviewed in advance of the division meeting.

Step 7

The deans will make any needed changes to the summaries based on edits to the PPU's. (The alternative was to wait until everyone had done the edits and then write the summaries, but then the PRC would not be available to help write the summaries unless they met with the deans two times).