



**2019-2020 Program Review (Annual Program Update/APU) Timeline
Instruction, Student Services and Administrative Services**

Dates	Activities	Responsible parties	Notes
8/21/19	Tentative Dates to be shared with Academic Senate	VPI and Senate	PR/APU testing by some leads
8/23/29	Tentative Dates to be shared with Department Chairs	VPI, Chair of the Chair, Chairs	↓
9/3/19	PR/APU Tool be ready for use (testing done), Distribution to college community	Academic Affairs	
9/3 – 10/25	Deans work with Department, program, and service program leads during this time. APU process will include resource prioritization to be done at each department, program, and service level.		Training will be provided by the college's researcher during this period.
10/25	Final Draft APU Submission to Deans Deans ensures complete submissions and pass them on to IPC,	All, Deans	
10/28 – 10/31	Integrated Planning Committee Validation	IPC committee	
11/1	IPC communicates their feedback to departments, programs, and services. Departments, programs and services revise (if appropriate) APUs with their feedback.	IPC committee	

11/4 – 11/8	Submission of FINAL APU to IPC committee	Departments, programs, services, IPC	
11/11 - 14	<p>Researcher produces a summary of resource needs (prioritized) and send them to relevant Participatory Governance committees for review:</p> <ul style="list-style-type: none"> a) Technology Committee b) Facilities Committee c) Integrated Planning Committee d) Roundtable for Budgeting and Planning <p>Each committee be ready to submit their prioritized recommendation to Roundtable for 12/9 meeting.</p>		
12/9	<p>Roundtable Review of Committee recommendation for prioritized needs for resources for 20-21. Recommendation to the President</p>		