

Palm Beach State College: Program Review Process and Timeline

IRE office publishes Program Health Indicator Report	August
IRE office publishes Perkins Performance Measures	August
Programs complete all assessments for Program Learning Outcomes	December
<p>Program Meeting: Associate Dean meets with all available program staff:</p> <ul style="list-style-type: none"> • Review all assessment data (PLO, PHI, Perkins, Other if available) • Determine which outcomes need improvement and draft improvement plans • Draft Program Review Summary Form • Draft recommendation regarding program viability and/or resource needs 	January
<p>Campus Meeting: Provost, Academic Deans, Associate Deans</p> <ul style="list-style-type: none"> • Associate Deans present summary for each program • Campus makes final recommendation regarding program viability • Campus adjudicates resource needs for incorporation into the campus budget 	February 1 - 15
<p>Associate Deans prepare with the approval of their Deans and submit to their Provosts (if needed):</p> <ul style="list-style-type: none"> • Curriculum & Instructional Revisions (Curriculum Committee) • Facility additions or renovations (Campus Facility Committee) • If needs analysis indicates no demand (Program Closeout Procedure) • Improved instructional procedures (Faculty Program) • Equipment replacement or additions (Campus Budget Process) • Faculty/program instructor development (PTLC and/or SPD) • Additional faculty (Budget Process – New Position) • Reduction of faculty (Campus/HR) • Additional support staff (Campus Budget process) • Other (Cost/Revenue Analyses) 	February 15 – March 15
Provosts will sign the Program Review Summary Form and bring to ELC. ELC will review all action plans that require resources or involve significant changes to a program	March
Program managers enter all assessment information, improvement plans, and summary analyses* into WEAVE	May 1 (deadline)
Associate Deans review all program information in WEAVE. Information is revised until Associate Dean approves all program outcomes and measures	July 15 (deadline)

*Summary analysis questions include the rationale for selecting the outcome(s) targeted for improvement, a summary of all program improvements made during the cycle and the overall campus recommendation.