

## Palm Beach State College Program Review: Actions, Participants, and Completion Deadlines 2016-2017 Update

PROGRAM REVIEW ACTION	RESPONSIBLE PERSON(S)	DEADLINE
Data collection period for Program Learning Outcome (PLO) data	Program Faculty (FT/PT) Program Directors	<i>Ongoing (Summer-Fall-Spring)</i>
Programs enter all PLO assessment results in Compliance Assist.	Associate Deans Program Directors	May 31
Associate Deans ensure that all PLO data are entered into Compliance Assist (except action plans that may need to be finalized in early fall with faculty).	Associate Deans	June 30
IRE staff update PHI, Perkins, FETPIP, and Occupational Projections reports on the Assessment Resources webpage.	IRE Staff	July 31
Program Meeting: Associate Deans meet with all available program staff to <ul style="list-style-type: none"> <li>Review all assessment data (PLO, PHI, Perkins, FETPIP, Occupational Projections, other if available/applicable)</li> <li>Review previous action plans and progress reports</li> <li>Determine which outcomes or measures need improvement and develop improvement strategies for new cycle, if not already done</li> <li>Update action plans for PLOs in Compliance Assist, if needed</li> <li>Draft Program Review Summary Form in Compliance Assist</li> </ul>	Associate Deans Program Staff (Directors, Faculty, Adjuncts, Staff)	September 15 <i>if new faculty will be requested</i>  September 30 <i>if new faculty will not be requested</i>
<b>Potentially Immediate Action Required:</b> Academic Deans request new faculty positions (or reductions) if needed for subsequent academic year.	Academic Deans	September 23 <sup>1</sup>
Campus Meeting(s): Academic Deans meet with Associate Deans to review program review summaries and recommendations <ul style="list-style-type: none"> <li>Associate Deans present summary for each program</li> <li>Academic Deans work with Associate Deans to finalize overall recommendations to include needs for additional resources, faculty, equipment, funds, etc.</li> <li>Determine who will complete follow-up actions</li> </ul>	Academic Deans Associate Deans	October 15

<sup>1</sup> Estimated deadline is for subsequent academic year and subject to change annually; check [schedule](#) for updates

<b>Potential Follow-up Actions<sup>2</sup></b> <ul style="list-style-type: none"> <li>Associate Deans update any action plans for PLOs in Compliance Assist, if needed</li> <li>Curriculum &amp; Instructional Revisions (<a href="#">Curriculum Revision Process</a>)</li> <li>Facility additions or renovations (Campus Facility Committee)</li> <li>Improved instructional procedures (Program Faculty)</li> <li>Equipment replacement or additions (<a href="#">Campus Budget Process</a>)</li> <li>Faculty/program instructor development (<a href="#">PTLC</a> and/or <a href="#">SPD</a>)</li> <li>Additional faculty (HR/Budget <a href="#">Process</a> for new position)</li> </ul> <p><b>Note: Adding faculty positions may require action in September if intent is to add in coming academic year. <a href="#">Check schedule.</a></b></p> <ul style="list-style-type: none"> <li>Reduction of faculty (Campus/HR)</li> <li>Additional support staff (<a href="#">Campus Budget Process</a>)</li> <li>Eliminate program (<a href="#">Program Deletion Process</a>)</li> </ul>	VP/Provosts Academic Deans Associate Deans	October 31
College-wide Program Review Meeting(s): VP/Provosts meet with Academic Deans to review program review summaries and recommendations to forward to President's Cabinet <ul style="list-style-type: none"> <li>Academic Deans make summary presentations of overall program health and make requests for additional resources, faculty, equipment, funds, etc.</li> <li>VP/Provosts make determinations for final recommendations regarding program termination</li> <li>VPIE, VPAA, or VP Workforce Development<sup>3</sup> forward program termination recommendations to President's Council.</li> </ul>	VP/Provosts Academic Deans	November 15
Academic or Associate Deans complete Program Review Summary Forms in Compliance Assist.	Academic or Associate Deans	November 30
IRE compiles College-Wide Program Review report for SACS documentation.	IRE Staff	December 15
<b>Note:</b> Additional actions may be necessary as plans are implemented to make revisions related to curriculum, budget, instruction, administration, or program continuation. Those actions will occur in the months following formal program review, but should be initiated by the deadlines indicated above.		

<sup>2</sup> Will not apply to all programs, and not all steps of each action will need to be completed immediately, but thought should be given to how actions will be implemented and documentation should begin by 10/31.

<sup>3</sup> Who is actually responsible to forward the recommendations to the PC must be determined.