**Program Plan Timeline**

**AY 2012-2013**

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| **Month** | **2012-2013 Planning Year** |
| Jan. 2012 | **Assessment Cycle:**  The Institutional Researcher meets with Deans and program leaders to:  1. Review the status of **2011-2012 Year** Work Plans on program improvement  2. Review program data and prepare Program Plan document; For Columns 1-3, review SLO portion and report progress for **2012-2013 Year** Program Plans  3. Establish Work Plans for **2012-2013 Year** to achieve and measure the outcome |
| Mar. 2012 | Programs submit Budget Updates for **2011-2012 Year**, due March 15, 2012.  **Assessment Cycle:** Collect Fall assessment results if applicable. |
| Sept. 2012 | 2012-2013 Program Plan due September 15, 2012.  The Executive VP, joined by the VP of Business Services, area dean or manager, and faculty, conduct a Program Evaluation and a budget request review. Elements of the evaluation include:  1. Provide feedback on the Program Plan  2. Agree to a status for each program: **Stable**, **Stable but Impacted**, **Growth**, **Pay Attention**  3. Discuss fiscal impacts of the program plan.  A summary report on the Program Evaluation process, including the status of the programs reviewed, is prepared by the Executive Vice President. The Executive Vice President presents the document to the EdCAP Co-chairs. The Co-chairs of EdCAP agendizes the document for review and acceptance. EdCAP completes the process by reporting finding to the Academic Senate, and Administrative Council.  Following the campus reports and distribution of the summary college-wide, the President forwards the report to the Chancellor. |
| Oct. 2012 | Program Plans are made available on MCShare.  Begin extraction of requests from Final Program Plans for prioritization of resources in Standing Committees.  Lists will be used in: faculty hiring prioritization, classified staff hiring prioritization, technology equipment purchase prioritization, and facilities projects prioritization.  Annual College-wide Retreat (Fall Fling) is conducted; reviews prior year achievements; provides further context for Program Planning.  EdCAP reviews and revises as necessary the template and process for the Coming Year Program Plans. EdCAP present template and process changes, if any, to Academic Senate for review. Final recommendations for changes, if any, are made to the President for next implementation cycle.  **Assessment Cycle:**  Deans and faculty develop Work Plans with assistance from the Institutional Researcher as appropriate. |
| Mar. 2013 | Programs submit Budget Updates, due March 15, 2013.  **Assessment Cycle:** Add Fall assessment results if applicable. |