Program Plan Review recommendation of the EdCAP Work Group:

1. **Continue updating all program plans annually in TracDAT.**
   * Request for resources process to remain unchanged.
   * Further discussions on what programs should do during “off” years to stay current in the program plan is recommended.
2. **Complete program plan reviews with the VPs and Academic Senate President (ASP) – meetings occur on a three-year cycle.**
   * Program plan review scheduled for 45-60 minutes to provide a more in-depth review of each program.
   * Separate out programs that have been reviewing with partner programs so all programs receive a full program planning and review opportunity (examples include 1) Child Development Center, 2) Multimedia, and 3) Art History)
3. **Programs with a most recent recommendation of “reduce the program” or “review for discontinuation” to be reviewed fully on an *annual* basis** until they receive a “no action needed” or a “strengthen the program” recommendation (respectively) from the program plan review team.
4. **Programs may “opt in” for a full review** with the VPs and ASP during an “off year” for that program by notifying the Department Chair and Dean in writing by SEP 15th of the academic year.
5. In 2018-2019, VPs and the ASP select 1/3 of the programs to be reviewed in the VP/ASP meeting, and set the schedule for the upcoming 2 years so programs know when they will be reviewed. In 2018-2019, Select all programs with a “reduce the program” or a “review for discontinuation” rating in 2017-2018, and smaller programs that are part of larger, multi-discipline departments.

Program Review Recommendation ratings (per AP/BP 4021):

* No action needed
* Strengthen the program
* Reduce the program
* Review for discontinuation