

## HCTC Annual Program Review Timeline 2014-2015 – revised

IR resets Program Review template for current year in CA!

**(By November 1, 2014)**



Enter the goals and program outcomes in CA for the current academic year program review; Administrative Assistants enter the previous year's Support Data into the Addendum section.

**(By November 15, 2014)**



IEPR Assessment Coaches review program outcomes.

**(By December 1, 2014)**



Program Coordinators review Weaknesses and Recommendations listed on the completed past academic year's Program Review Summary form & determine strategies to address these items in the next academic year's program review.

**(By December 15, 2014)**



IR provides Fall 2014 data to Program Coordinators.

**(By February 28, 2015)**



Administrative Assistants enter the Fall data into the Addendum section.

**(By March 15, 2015)**



Program Coordinators enter/analyze Fall data & complete Program Outcomes Section.

**(By April 1, 2015)**



IR provides Spring 2015 data to Program Coordinators.

**(By July 15, 2015)**



Administrative Assistants enter the Spring data into the Addendum section.

**(By August 1, 2015)**



Program Coordinators enter/analyze Spring data in the Program Outcomes Section, as well as complete the remaining sections of the Program Review document.

**(By September 15, 2015)**



Annual Program Coordinator's Meeting

Academic Services provides Oral Program Review Presentation Schedule and Summary Format to Program Coordinators.

**(By September 15, 2015)**



Program Review document ready for Deans to begin their review.

**(By October 1, 2015)**



Deans Review Completed

**(By October 15, 2015)**



IEPR Quality Assurance Review completed.

NOTE: No more changes should be made in CA after IEPR Review!  
IR downloads FINAL Program Review documents, sends PDF to Coordinators, and posts to the Program Review Point site.

**(By October 31, 2015)**



Oral Program Review Presentations & Program Summary Forms completed.

**(By November 30, 2015)**