

HCTC Annual Program Review Timeline 2011-2012

IR resets Program Review template for current year in CA! (*already completed*) Program Coordinators determine whether to revise the program outcomes & enter the goals and program outcomes in CA for the 2011-12 program review; Program Coordinators review Weaknesses and Recommendations listed on the completed 2010-11 Program Review Summary form & determine strategies to address these items in the 2011-12 review. Administrative Assistants enter the previous year's Support Data into the Addendum section.

(By December 16, 2011)



IR provides Fall 2011 data to Program Coordinators.

(By January 31, 2012)



Administrative Assistants enter the Fall 2011 data into the Addendum section.

(By February 15, 2012)



Program Coordinators enter/analyze Fall 2011 data & complete Program Outcomes Section.

(By March 1, 2012)



IR provides Spring 2012 data to Program Coordinators.

(By June 30, 2012)



Administrative Assistants enter the Spring 2012 data into the Addendum section.

(By July 15, 2012)



Program Coordinators enter/analyze Spring 2012 data in the Program Outcomes Section, as well as complete the remaining sections of the Program Review document.

Academic Services provides Oral Program Review Schedule to Program Coordinators.

(By August 1, 2012)



Finalized Program Review Documents Due to Academic Services!

Process starts over again (for the 2012-13 academic year)!

(By August 1, 2012)



SACS Special Report Due! **(By August 15, 2012)**

SACS Fifth Year Report Due! **(By August 31, 2012)**



Oral Program Review Presentations & Program Summary Forms completed.

NOTE: No more changes should be made in CA at this point!

(By September 15, 2012)



IR downloads completed Program Reviews & Program Summary Forms from CA; formats as .pdf files & posts documents to Program Review Point Site; Program Reviews & Summary Forms are archived in CA; Program Coordinators receive copies of both Program Review & Summary Form to use as basis for next year's review.

(By September 30, 2012)