

HCTC Annual Program Review Timeline 2012-2013

IR resets Program Review template for current year in CA!
(By November 1, 2012)



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, 2012)



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, 2012)



IR provides Fall 2012 data to Program Coordinators.
(By February 28, 2013)



Administrative Assistants enter the Fall data into the Addendum section.
(By March 15, 2013)



Program Coordinators enter/analyze Fall data & complete Program Outcomes Section.
(By April 1, 2013)



IR provides Spring 2013 data to Program Coordinators.
(By July 15, 2013)



Administrative Assistants enter the Spring data into the Addendum section.
(By August 1, 2013)



Program Coordinators enter/analyze Spring 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 September 1, 2013)



Finalized Program Review Documents Due to Academic Services!
Process starts over again (for the following academic year)!
(By October 1, 2013)



Deans Review Completed
(By October 15, 2013)



Oral Program Review Presentations & Program Summary Forms completed.
NOTE: No more changes should be made in CA at this point!
(By November 1, 2013)



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 December 15, 2013)