



2024-25 Program Review Cycle Schedule

Proposed to the Planning and Budgeting Council by the
PBC Program Review
Sub-Committee

On March 20, 2024

2023 NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				Thanksgiving Holiday		
26	27	28	29	30		

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				Thanksgiving Holiday		

Important Dates for the 2023-2024 Program Review Cycle

- **Before October 13, 2023:** Submit your completed Comprehensive Program Review or Annual Update, Goals and Resource Requests in TracDat/Improve
- **Before October 27, 2023:** Deans and VPs provide feedback on submitted program reviews.
- **Before November 3, 2023:** Review your supervisor's feedback and incorporate it into a final submittal of your Comprehensive Program Review or Annual Plan in TracDat/Improve

Important Dates for the 2024-2025 Program Review Cycle

- **Before October 18, 2024:** Submit your completed Comprehensive Program Review or Annual Update, Goals and Resource Requests in **Nuventive**
- **Before November 1, 2024:** Deans and VPs provide feedback on submitted program reviews.
- **Before November 8, 2024:** Review your supervisor's feedback and incorporate it into a final submittal of your Comprehensive Program Review or Annual Plan in **Nuventive**

2023-2024 Program Review Schedule (**LAST YEAR**)

- **June 15** – Nuventive/Improve and Data Dashboards open; PRIE available to provide custom data
- **August Flex Day** – Program Review Training open to all
- **September & October Divisions/Department Meetings** – Divisions or departments discuss program reviews at monthly meetings
- **By October 13** – all Comprehensive Program Reviews, Annual Updates, Goals and Resource Requests DUE
- **October 18 & 25** – Deans and VPs review and complete feedback for all program review materials at Cabinet meetings.
- **By October 27** – Supervisors (Deans and VPs) complete their feedback on submitted program reviews
- **By November 3** – All responses to supervisor feedback are due and final submittals of all program reviews and materials are DUE in Nuventive/Improve
- **November 14** - Administrative Program Review Peer Review session
- **November 15 & 16** – PBC Hosts Position Proposal Presentations
- **November 17** – IPC Peer Review session
- **November 29** – SSPC Peer Review session – special meeting
- **December 7** – Senates Prioritize Position Requests
- **February Division/Department Meetings** – Divisions/departments meet to prioritize non-personnel resource requests
- **February 7** – Counseling/VPSS Office/Enrollment Services Department Meetings to prioritize non-personnel requests
- **March 15** – IPC Instructional Program Review Presentations
- **March 20** – PBC receives and certifies non-personnel resource request prioritizations

2024-2025 Program Review Schedule & Deadlines - PROPOSED

June 14	Nuventive/Improve and Data Dashboards open; PRIE available to provide custom data. PRIE data dashboards are updated.
August Flex Day	Program Review Training open to all
September & October Divisions/Department Meetings	Divisions or departments discuss program reviews at monthly meetings
October 18	All Comprehensive Program Reviews, Annual Updates, Goals and Resource Requests DUE in Nuventive
November 1	Supervisors (Deans and VPs) complete their feedback on submitted program reviews in Nuventive
November 8	All responses to supervisor feedback are due and final submittals of all program reviews and materials are DUE in Nuventive
November 15 or 22	IPC Peer Review session
November 18	Administrative Peer Review session
November 20 & 21	PBC Hosts Position Proposal Presentations
Early December	Senates Prioritize New Position Requests and Recommend to President
December 6	SSPC Peer Review: fully submitted to the programs
February and March Division/Department Meetings	Divisions/departments and VP Offices meet to prioritize non-personnel resource requests
February 12	SSPC Program Review Presentations
March 21	IPC Instructional Program Review Presentations
March 19	PBC Certifies Prioritization Process & Collects Division Summaries

Considerations for Future Program Review Timelines after 2024-25 Academic Year

1. When determining the schedule for the presentation ask requestors if this is a new position request (Y/N). If no, follow up to ask if it is substantively different than the prior request (Y/N). If no, do not allocate time for a presentation and instead link to the prior presentation on this position request.
2. Should we have deadline (such as two weeks later) for a program that is not requesting a new position?