Program Review for District Operations
Process Timeline Working Draft, January 19, 2010

Week Ending	Tasks to Be Completed
October 9 & 16, 2009	• Initial meetings of Baron, Brunelle, Kuck, and Lee
November 6, 2009	• Review and adoption of timeline, as revised • Recommendations on Planning Plus initial implementation based on *Mapping* document. • Decision that all units would begin three-year cycle with program review in 2009-10. • Scheduled kickoff workshop for all units November 20, 2009, 1:30-4:30 pm.
November 13, 2009	• Preliminary identification of client survey target groups, categories of interest • Formation of PR teams and appointment of leads in each unit; scheduling of meetings
November 20, 2009	• Kickoff workshop o Virtually all unit members will attend. o Agenda will include introduction to program review, group work on unit missions, and group work on effectiveness measures. • Working version of template in Word for unit use. • Decision on coordinating body of principals
November 27, 2009	• Initial feedback by Lee on Mission, Effectiveness Measures, and Assessment Methods
December 4, 2009	• Final identification of client survey target groups, categories of interest • Final Mission, Effectiveness Measures, and Assessment Methods sections by each unit team • Commencement/continuation of collection of data from direct measures
December 11, 2009	• Review and feedback by Lee on Mission, Effectiveness Measures, and Assessment Methods sections
December 18, 2009	• Plan for deployment of client survey instruments • Completion of collection of data from direct measures, initial phase • Beginning of analysis (Lee) of data from direct measures, with implications for surveys, if any • **Description section** by each unit team
January 8, 2010	• Principals review and provide feedback on Description sections. • Schedule follow-up workshop(s).
January 22, 2010	• Course correction meeting (January 19, 2010) • Principals review draft of survey contents.
January 29, 2010	• Lee receives training and begins construction of Snap online survey. • Kuck and Brunelle provide direct measures information to Lee for feedback.
February 5, 2010	• Lee and Baron draft Acting Chancellor's cover email to all prospective respondents.
February 12, 2010	• Lee completes design and construction of client survey instrument.
February 19, 2010	• Lee deploys survey instrument February 16, 2010; Baron sends Acting Chancellor's cover email. • Begin collection of client survey responses.
February 26, 2010	• Baron sends out reminder email.
March 5, 2010	• Lee cuts off survey responses and begins analysis on March 2, 2010.
March 12, 2010	• Lee delivers analysis of client survey responses to principals, who review and deliver to units.
March 19, 2010	• Workshop 8am-4:30pm: **Units, with guidance, do first draft of all remaining sections.** o External Opportunities and Challenges section o Impact on the Colleges and the District section o Other Pertinent Information section o Progress Report section o Assessment Results section o Analysis and Evaluation section o Goals, Objectives, and Action Plans section o Resource Request section
March 26, 2010	
April 2, 2010	• Units submit full drafts, including final prioritized lists of goals, objectives, resources, and rationales.
April 9, 2010	
April 16, 2010	• Principals review and provide feedback on full drafts. • Principals distribute to all units consolidated priority lists of goals, objectives, resources, and rationales across District operations. • Lee constructs brief survey of participants on the process.
April 23, 2010	• **All units submit final documents.**
April 30, 2010	• Lee deploys process survey to all participants, with Baron cover email.
May 7, 2010	• Lee cuts off survey responses and analyzes survey responses.
May 14, 2010	• Principals review results and formulate plan for needed improvements.
May 21, 2010	• Principals distribute to all units plan for improvements in the process for the next cycle.