

# Timeline for Comprehensive and Annual Update and Resource Request (2024-2025)

Date	Program Review
August (2023)	First Notification of Comprehensive Program Review sent to Departments.
April/May (2024)	Second Notification of Comprehensive Program Review sent to Departments.
August	Relevant data set, PR template, feedback form, and PR timeline handout sent to comprehensive program review authors/s and dean/managers.
September-October	PR author/ <b>authors</b> meet IEC chair to review the feedback form and PR data and template.  Identify New Classified and Faculty Prioritization List from Previous Year Program Reviews
End of November	The Final draft of the program review is due on the last working day of November.  <b>Due: November 30, 2024.</b>
Mid-December	The Annual Update and Resource Request is due on the last working day of the 2nd week of December.  <b>Due: December 15, 2024.</b>
Early February	Mentor and 2 <sup>nd</sup> reader will complete a feedback rubric. This rubric will be sent to PR authors by the 1st week of the Spring Semester.
Mid-February	Completed annual update and resource requests forwarded to the college budget committee for Resource Allocation Process.
Third week of February	Final Version of Comprehensive Review is due on the last working day of the 3rd week of February.  <b>Due: February 21, 2025</b>
Mid-March	Completed and approved comprehensive Program Reviews forwarded to the college budget committee for Resource Allocation Process.
Late March	Approved Comprehensive Program Reviews forwarded to the College Council for final Approval.

Timeline for Comprehensive Program Review (CPR)

Timeline for Annual Update and Resource Request (AURR)