TO: **ACADEMIC SENATE, INSTITUTIONAL EFFECTIVENESS COUNCIL, and COLLEGE COUNCIL**
FROM: **PROGRAM REVIEW STEERING COMMITTEE (PRSC) and**
RE: **Integrated Planning Timeline: Recommendation to Change Dates**
DATE: **April 27, 2021**

In light of feedback received on the 2020-21 integrated planning process (program review/annual update, resource requests and prioritization) and the reflection on this year's process, as well as its strengths and challenges, the Institutional Effectiveness Council recommends the following changes to the timeline:

- Change the program review/annual update and resource request deadlines to **December 17th** (Friday after Finals Week)
- Change the "soft deadline" for program reviews/annual updates submission to deans/managers to "No Later Than November 19th (Friday before Thanksgiving)" - note that authors will be encouraged to submit earlier and collaborate with their deans in planning their program review early in the fall semester
    - Deans would provide feedback no later than December 3rd
- This would allow for all program reviews to be submitted before winter break and for PRSC and the resource prioritization groups to receive all submitted documents by the start of February

Rationale:
- An earlier soft deadline would allow deans/managers adequate time to provide feedback to authors on the program reviews/annual updates
- The end-of-fall program review/annual update deadline would allow for the Program Review Steering Committee and resource prioritization groups to begin reading submissions at their first meeting of the spring semester
- The December deadline aligns with the Comprehensive Program Review reassigned time (compensation) for authors, which is allocated in fall, and is within faculty contract days
- The program review templates will be vetted by the end of the spring semester and will be posted early enough for authors to begin drafting their program reviews as early as summer if they wish
- The December deadline would allow for the operational work of downloading, organizing, and posting program review and resource request documents *prior to the start* of the spring semester
- The December deadline would allow an entire semester for PRSC to review and provide robust, meaningful feedback to authors before the end of the academic year