

Quick Guide for Flex Day Program Review 2/12/09

For Programs starting Program Review this year:

- Review the basic discipline data and complete Part A of the *Program Review and Unit Planning – Year 1, Basic Discipline Data Review and “Rock” Inquiry Project Proposal Form*
- Fill out only the applicable sections of the Unit Plan form for requesting new or increased resources (faculty positions, equipment or supplies budgets, classified staff or student aides)
- Formulate an inquiry project (“rock”) and complete Part B of the form. You may look at examples from other programs at www.chabotcollege.edu/programreview and click on the “Links to Program Data” link on the left side of the page.
- Submit the form to your dean before March 13
- Meet with the Program Review Committee before the end of the semester to finalize your inquiry project proposal.

For Programs Already in the Program Review Process (the “year two” programs):

- Complete the Unit Plan forms
- On the Unit Plan Part 2 form, report your progress to-date on your inquiry project and update your timeline. Note any resources that would be helpful to complete your project.
- Submit the Unit Plan to your dean before March 13
- The Program Review Committee will review and respond to the Unit Plan before the end of the semester

For Programs that have completed this cycle of the Program Review Process (the “year three” programs):

- Complete the Unit Plan forms
- On the Unit Plan Part 2 form, provide a brief summary of your findings from your inquiry project.
- Submit the Unit Plan to your dean before March 13
- If you have already submitted your final report to the Program Review Committee, thank you for a job well done.
- If not already done, send your final report to the Program Review committee (electronic form preferred; email to wphillips@chabotcollege.edu). You may look at final report examples from other programs at www.chabotcollege.edu/programreview and click on the “Links to Program Data” link on the left side of the page.