



## **2020 Program Review (PEP, PEP-Up, PRU) and Prioritization Timeline**

**March 15, 2020:** Program Enhancement Plans (PEPs) and Program Enhancement Plan Updates (PEP-Ups) due in eLumen for instructional programs. Program Review Updates (PRUs) due in Laserfiche for student services and support services programs.

**Late March 2020:** Programs/Units within each executive unit begin prioritizing lists for new classified staff, instructional equipment/technology, and non-instructional equipment/technology within their respective units (see [Figure 1 on page 13 of the 2019-2020 College Planning Council Handbook](#)).

Prioritizing lists should begin at the department level with respective faculty, staff, supervisors, directors and/or deans. Then proceed to be prioritized in one of five executive units below:

- Office of the President: President's Office, Foundation, Office of Institutional Advancement (OIA), Institutional Grants Office, PaCE (Community Education), and Academic Senate,
- Office of the Vice President of Administrative Services: Vice President's Office, Auxiliary Services, Fiscal Services, Information and Educational Technology (IT), Maintenance and Operations, and Public Safety Office,
- Office of the Vice President of Student Services: Vice President's Office, Counseling Services, Enrollment Services, and all Student Services Programs,
- Office of the Vice President of Human Resources and Employee Relations, and
- Office of the Vice President of Instruction: Vice President's Office, Athletics, Dual Enrollment, Education Centers, Instruction (Applied Sciences and Business, Communication and Humanities, Health Sciences and Education, Mathematics and Sciences, and Social Sciences and Arts), Library, and Institutional Research.

**By April 3, 2020:** Units rank their lists within their respective Executive branch (Office of the President, Office of the Vice President of Administrative Services, Office of the Vice President of Human Resources and Employee Relations, Office of the Vice President of Instruction, and Office of the Vice President of Student Services) and submit to the Office of Institutional Effectiveness and Planning.

**April 17, 2020, 12:00 p.m.:** Staff Prioritization

**May 1, 2020, 12:00 p.m.:** Equipment Prioritization

**May 2020:** Prioritized staff and equipment lists proceed to the Assessment of Planning and Outcomes Subcommittee and Budget Subcommittee, then to the College Planning Council.

**Fall 2020:** Funded staff positions and equipment announced. Recruitment for staff positions and equipment purchases will occur as funds are identified once the college budget is finalized. Both the staff positions and equipment lists will remain as living documents throughout the 2020-2021 year and can be funded as funds become available or are identified.

**Summer 2020:** The Office of Institutional Effectiveness and Planning consolidates faculty requests from PEPs and PEP-Ups, and generates data points.

**September 4, 2020, 12:00 p.m.:** The Faculty Prioritization Committee pre-meeting is held to norm the rubric used to prioritize faculty positions. For more information on the faculty prioritization process and committee, please refer to [Appendix I of the 2019-2020 College Planning Council Handbook](#).

**By September 18, 2020:** All instructional units prioritize at their unit/school level and send their ranked faculty request list to the Office of Institutional Effectiveness and Planning.

**By September 28, 2020:** The Office of Institutional Effectiveness and Planning sends data points for faculty prioritization to the members of the Faculty Prioritization Committee, Deans, and Executive Cabinet.

**October 2, 2020, 12:00 p.m.:** Faculty Prioritization

**November/December 2020:** Funded faculty positions announced.