

**DISTRICT OFFICE PROGRAM REVIEW**  
**Process/Timeline/Calendar**  
**(Revised 8-30-2016)**

The District Office program review cycle is ongoing and is aligned with the District’s accreditation cycle. The District Office Program Review process is scheduled in March of each year. The following units are reviewed on a rotating basis once every three years: Administrative Services (including Accounting, Payroll, and Purchasing), Facilities, Public Safety, Emergency Preparedness, Information Technology, Human Resources, International Education, Education Services and Planning, Community Education, Auxiliary and Enterprise services and the Chancellor’s office. The calendar was reviewed and revised by administration and the districtwide accreditation team during the 2015 program review cycle. Several district programs, including District International Education, Education Services and Planning, Public Safety, Emergency Preparedness, Community Education, Auxiliary and Enterprise Services, and the Chancellor’s Office were added to the Calendar as of 2015. The updated calendar is shown below.

The program review is typically conducted via a survey administered to all District Employees. The units most recently added to the process may choose another audience to survey or use another methodology to assess their units. Part of the process for these newly added units will be to develop the tool(s) most appropriate for their unit.

<b>Unit</b>	<b>Review Date</b>	<b>Responsible Individual</b>
IT	March 2016	Vaskelis
Public Safety	March 2016	Nunez
Emergency Preparedness	March 2016	Nunez
Education Services and Planning	March 2016	Moore
<b>Accreditation Mid-term Report 2016</b>		
HR	March 2017	Whitlock
Auxiliary and Enterprise Services	March 2017	Bauer
Community Education	March 2017	Bauer
Chancellor’s Office	March 2017	Galatolo
District International Education	March 2018	Luan
Administrative Services (Accounting, Payroll, Purchasing)	March 2018	Blackwood
Facilities Planning, Maintenance and Operations	March 2018	Nunez
IT	March 2019	Vaskelis
Public Safety	March 2019	Nunez
Emergency Preparedness	March 2019	Nunez
Education Services and Planning	March 2019	Messina
<b>Accreditation Self Study 2020</b>		

- January-February:** Review/Revise Prior survey questions
- February:** Revise/develop/test survey in NoviSurvey (contact IT for an administrative logon, access to prior surveys and/or technical support.)
- March:** Deliver survey tool to all district employees via email.
- April - June:** Review/summarize results and post reports, including narrative pertinent to accreditation, to Program Review sharepoint site.

Documentation of the Outcomes: Each department will prepare a Program Review which encompasses the following elements:

Program Review Template:

1. Executive Summary
2. Unit description
3. Describe major accomplishments since last review
4. Current state of the Unit
  - a. Describe the current state of the unit (May include strengths and challenges).
  - b. What changes could be implemented to improve your unit?
5. Action plan. Describe how opportunities for improvement will be addressed
6. Needs: Equipment, Professional Development, Facilities, Staffing, Research (when appropriate)