**Program Review Process—Responsibilities of the Program Review Committee (PRC)**

**Spring**

* Review and revise forms and handbook
* Conduct workshops with new forms
* Establish calendar of due dates for following academic year

**Summer**

* Boot Camp (May)
* Flex week (August)
  + Conduct workshops with new forms and with data
  + Chair Academy
  + Teams
  + General population

**Fall**

* Programs complete program review
* PRC offers early First Read option
  + PRC reads and responds
* Programs submit final program review to deans/directors
* Programs submit final program review to bc\_programreview
* PRC reads and completes checklists to respond to program reviews
* PRC shares information

**Posted to website:**

Program Reviews (includes Form for Certificates of Achievement)

Annual Updates

Comprehensive Program Review

Models

Best Practices Forms

Curricular Review Forms

Personnel request Forms (Faculty and Classified)

ISIT Forms

Facilities Forms (includes Equipment)

Professional Development Form

Budget Form

PRC analyzes program reviews and develops a report for College Council due third week of November.

PRC presents summary of analysis to College Council the first week of December.