## Los Angeles Trade-Technical College 2010-11 Program Review Process: Administrative Services

### 2010-11 Program Review Planning and Validation Team Composition and Timeline

<table>
<thead>
<tr>
<th>Planning Level</th>
<th>Planning Team Membership(^1)</th>
<th>Proposed Timeline 2010-11</th>
<th>Validation Team Membership(^1)</th>
<th>Proposed Timeline 2010-11</th>
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</table>
| Program Review (Unit/Discipline/Program Level) | 1. Unit Lead (convener)  
2. Classified Staff | September 7 – 10/29/2010 | 1. Department Manager (Convener)  
2. Supervisors (external to unit) | V. Team Comments: 11/1-11/5/2010  
Unit Response to Validation Team: 11/8-11/12/2010 |
| Department Program Review | 1. Department Manager (convener)  
2. Department Managers (external to department) | V. Team Comments: 12/6-12/10/2010  
Department Response to Validation Team: 12/13-12/17/10 |
| Divisional Program Review | 1. Divisional Vice President (convener)  
2. All Vice Presidents external to Division | V. Team Comments: 1/17-1/21/2011  
Divisional Response to Validation Team & Plans: 1/24-1/28/2011 |

\(^1\)Membership *minimum* requirements – additional involvement welcome and encouraged; Faculty composition whenever possible; Chair selects additional faculty member if no department faculty member external to the discipline/program available.

Notes: Developed by Program Review Workgroup for Program Review Committee (PRC) 2/16/2010  
Program Review Committee: Discussed on 2/19/2010 and 3/2/2010; Approved on 3/3/2010

### Planning Terms

- **APR** – Annual Program Review is for all instructional and non-instructional programs. APR elements include Mission, internal and external review factors, SLO, update on recommendations from previous PR, update on previous program goals and resource requests, and new program goals and Annual Unit Plan (AUP).
- **AUP** – Annual Unit Plan, which is the resource request form of the Annual Program Review
- **CPR** – Comprehensive Program Review: It was approved by PRC to administer CPR10-11 modules on the same schedule and membership composition as APR.
- **Program** – The based/lowest level of planning comprised of one or more discipline(s) within a division or to a non-instructional program, office, or unit.
- **Department** - The second level of planning comprised of one or more programs, disciplines, or units.
- **Division** - The third planning level comprised of five organizational areas: Academic Affairs, Administrative Services, President’s Division, Student Services, and Workforce and Economic Development (WED). The plans developed at the Divisional Planning level are based on Department plans from the respective division.