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

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

<table>
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<th>Planning Level</th>
<th>Planning Team Membership</th>
<th>Proposed Timeline 2010-11</th>
<th>Validation Team Membership</th>
<th>Proposed Timeline 2010-11</th>
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<td>Annual Program Review (Unit/Discipline/Program Level)</td>
<td>1. Full-time faculty or Department Chair if no Full-time faculty/ 2. Area Dean or Department Chair (Convener) 3. Faculty member external to Department 4. Department Faculty member (external to discipline/program)</td>
<td>September 7 – 10/29/2010 (~8 weeks)</td>
<td>11/1-1/15/2010 12/6-12/10/2010</td>
<td>11/1-1/15/2010 12/6-12/10/2010</td>
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<tr>
<td>Department Annual Program Review</td>
<td>1. Department Chair (convener) 2. One (1) or 20% Department Full-time faculty whichever is greater 3. One (1) Staff Member 4. One (1) ASO Student Rep</td>
<td>11/15/2010-12/3/2010</td>
<td>1. Area Dean or Divisional VP (Convener) 2. One (1) Department Chair from Division 3. One (1) Additional Dean 4. Senate Representative/Appointee</td>
<td>12/13-12/17/10</td>
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<tr>
<td>Divisional Annual Program Review</td>
<td>1. Divisional Vice President (Convener) 2. Divisional Deans 3. Three (3) or 25% of Divisional Department Chairs, whichever is greater 4. One (1) Division staff member 5. One (1) ASO Student Rep</td>
<td>1/4/2011-1/14/2011</td>
<td>1. College President (Convener) 2. All Vice Presidents external to Division</td>
<td>1/17 - 1/21/2011</td>
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1 Membership minimum requirements – additional involvement welcome and encouraged; Faculty composition whenever possible; 2 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  
Academic Senate: Discussed on 4/13/10 and 5/11/10; Approved on 5/25/10

### 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.